

# COUNTY OF OXFORD

## Job Description

**TITLE:** Victim Witness Advocate

**DEPARTMENT:** District Attorney

**DIVISION:** NA

**FLSA:**  Exempt

Non-Exempt

**APPROVED DATE:**

**REVISED DATE:**

**APPROVED BY:** County Commissioners

---

**JOB PURPOSE:** To provide information and support to victims of crimes, including sexual and physical assault, robbery, burglary, theft and other crimes, as well as civilian (non-police) witnesses to crimes. To act as liaison between victims, witnesses, and the District Attorney.

---

### **GENERAL EXPECTATIONS:**

- be committed to the mission of the County
- work as a member of a team in the performance of duties
- be punctual for scheduled work, attend work regularly, and use time appropriately
- work in harmonious relationships with all county staff and community
- perform duties in a conscientious, cooperative manner
- perform required amount of work in a timely fashion with a minimum of errors
- be neat and maintain a professional appearance
- understand and work within Oxford County Government Policies and Procedures
- work collaboratively as a member of a team with various groups of staff depending on the issue addressed
- accept shared responsibility with other team members to successfully accomplish goal of each team of which he or she is a member
- assure quality in work performed in order to facilitate the delivery of quality services
- maintain confidence and protect the County by keeping information concerning clients and County operations confidential
- take direction in a professional manner from the Administrator and administrative staff

### **KEY EXPECTED RESULTS:**

1. Assists Assistant District Attorneys by serving as trial secretary.

# COUNTY OF OXFORD

## Job Description

2. Assists victims and witnesses by maintaining contact and providing them with information and assistance throughout the duration of any given case. This includes; notification of indictment, arraignment, and hearing hearings, bail review, discussing restitution, explaining plea negotiations and solicits input and response, Assistant District Attorney recommendations, and informing them of sentencing dates and accompanying distraught victims to court.
3. Ensures departments ability to produce witnesses for trial by preparing numerous subpoenas and track for service on assigned cases each month.
4. Maintains witness lists as prepared by drafting clerks and district attorney, including tracking relocation of victims and witnesses during pendency of proceedings.
5. Assures court appearances by notifying all civilian and witnesses of all required court appearances.
6. Interviews victims at or prior to the initiation of a criminal prosecution to assess their physical and emotional injuries and economic loses and to assist the District Attorney's by assessing the position of victims concerning disposition of their cases.
7. Assists eligible victims in applying for compensation from the Victim's Compensation Board.
8. Provides referrals to appropriate agencies and services (such as Victims Compensation Fund, Safe Voices, and Sexual Assault Preventions and Response Services).
9. Determines amount of restitution due to victims of personal injury and property crimes, and assists them in providing documentation to justify their claims to the court.
10. Assists victims by preparing correspondence to them and assisting them through the court process as needed by familiarizing victims and witnesses with the criminal justice process, including stages such as grand jury, arraignment, motion days, please negotiations, and sentencing.
11. Prepares and monitors service of subpoenas to witnesses (including victims).
12. Maintains professional and technical knowledge by attending educational workshops; establishing personal networks; participating in professional societies.
13. Contributes to team efforts by accomplishing related results as needed.

# COUNTY OF OXFORD

## Job Description

14. Supports the County's safety and health policies by attending required safety training programs; reporting all accidents and suspected safety hazards to supervisor.
15. Fulfills job function by participating as an active member of training; participating on county task forces and performing other responsibilities as assigned.

### **PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk and use hands to figure a standard computer keyboard, use computer, telephone, fax machine, printer and copier.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Usual Office conditions are present. Noise level is usually quiet. Multiple activities are on-going simultaneously.

### **REQUIREMENTS AND SKILLS NEEDED FOR POSITION:**

- High School graduate or equivalent required.
- Post secondary training or degree or course work in criminal justice or social welfare/counseling field desirable.
- Associate's Degree or Two (2) years of secretarial science work desirable.
- Familiarity with, basic office procedure, legal terms, and procedures required.
- Proficient in the use of a computer and software. (MS Word preferred)
- Ability to learn basic criminal procedures and victims' rights laws.
- Possession of a valid State of Maine driver's license required and available to travel.

**COUNTY OF OXFORD**  
**Job Description**

**EXPERIENCE:**

- Minimum two (2) years secretarial experience preferred.
- One (1) year working in law environment or social service field desirable.

**REPORTS TO:**

District Attorney  
Assistant District Attorneys

**SUPERVISES:**

None