

**POSITION DESCRIPTION  
COUNTY OF CASS, INDIANA**

**POSITION:** Victim Advocate  
**DEPARTMENT:** Prosecutor  
**WORK SCHEDULE:** As assigned  
**JOB CATEGORY:** COMOT (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** February 2010

**STATUS:** Full-time

**DATE REVISED:** March 2023

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Cass County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Victim Advocate for the Cass County Prosecutor's Office, responsible for advocating crime victims' rights and providing information and support services to victims during the legal process.

**DUTIES:**

Reviews all cases involving crime victims and assists victims with the legal process and Court procedures. Proactively reaches out to victims immediately (following day) after arrests or receipt of police reports to answer questions, confirm contact information, and coordinates meetings with prosecutors

Informs crime victims of their rights as entitled by the State of Indiana, explains criminal justice system, obtains medical records of victims, photographs victims as appropriate, answers questions, reviews case status, and recommends appropriate support services.

Familiarizes victims with Indiana's Violent Crime Fund and assists victims with completing victim compensation forms and filing protective/no contact orders should they be needed.

Maintains written and telephone communication with crime victims throughout legal/court process, discussing options, providing notices of impending Court dates, providing updates on case status, and providing notices of possible plea negotiations.

Prepares victims and witnesses for trial and depositions, including providing witness orientation, obtaining interpreters and/or translators as needed and accompanying victims to criminal hearings.

Maintains contact with Prosecutor and Deputy Prosecutors, presenting victim concerns, scheduling appointments and assuring court appearances, and assisting prosecutors in obtaining additional information pertaining to cases.

Assists victims in obtaining needed services/assistance, such as counseling, physical rehabilitation, legal, health, mental health, and financial, including making referrals to community service agencies and providing or arranging transportation.

May respond to scenes, hospitals and police departments as needed.

Maintains current addresses of victims, updating addresses as victims relocate.

Maintains case files, enters data in computer, and completes statistical and other reports as required by supervisor and/or granting/regulating agencies.

Sends notices to victims and/or next-of-kin informing them of inmate petitions/hearings for parole or clemency.

Communicates with a wide variety of personnel and officials from law enforcement and related County agencies, social services, schools, and other organizations to assist victims, make referrals, and coordinate services and protection/assistance procedures. Disseminates victim advocacy literature in appropriate locations.

Continually researches victims' issues and maintains current knowledge of applicable laws and procedures regarding victim advocacy. Attends professional education workshops/seminars as needed.

Applies for STOP and VOCA grants and other victim-related grants at the direction of the Prosecutor. Maintains eligibility and compliance with all such related grants. Timely completes all reports, modifications and other required documentation.

Works with Prosecutor to allocate STOP and VOCA resources in various community outreach programs, including but not limited to, projects such as billboards, Act Out, radio, print and social media campaigns and others.

Maintains ability to access Court systems and InCite to file no contact orders.

On-call 24 hours/7 days per week. Police Departments, Domestic Violence Taskforce and DCS can contact the Victim Advocate night or day.

Provides testimony in legal proceedings/court as necessary.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

Thorough knowledge of guidelines applicable to working with crime victims and familiarity with social agencies/services available to Cass County residents, with ability to assess crime victims' needs and make effective and appropriate referrals.

Knowledge of criminal justice system and statutes involving domestic violence, sex crimes, and crimes against children, experience in crisis intervention/interviewing, and ability to explain and interpret Court actions.

Knowledge of and ability to make practical application of standard procedures/practices of the Cass County Prosecutor's Office and County Court system.

Working knowledge of standard office procedures and Department computer software programs, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and detailed written reports as required.

Knowledge of standard filing systems and ability to create and maintain Department files.

Ability to operate standard office equipment, such as computer, typewriter, calculator, copier, telephone/cell phone, fax machine, and camera.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Courts, law enforcement personnel, social service agencies, victims, Crisis Intervention, Indiana Criminal Justice Institute, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to understand, memorize, retain and follow oral and written instructions and present findings in oral or written form.

Ability to compile, analyze and evaluate data, make determinations, and act based on data analysis.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high-volume operations.

Ability to prepare and present educational programs and speak before large groups of people.

Ability to testify in legal proceedings/court.

Ability to occasionally work extended hours, evenings and/or weekends, and occasionally travel out of town for training/hearings, sometimes overnight.

Ability to occasionally respond to emergencies on a 24-hour basis.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent assures proper assistance for crime victims, providing referrals and direct services as individual cases demand. Assignments are performed according to standard Department policies and procedures and specific detailed guidelines. On rare occasions, decisions are made in the absence of specific policies and/or guidance from supervisor. Errors in work are primarily detected or prevented through supervisory review and notification from other departments, agencies or the public. Undetected errors could result in loss of time to correct error and/or inconvenience to other agencies or the public.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, Courts, law enforcement personnel, social service agencies, victims, Crisis Intervention, Indiana Criminal Justice Institute, and the public for purposes of exchanging information, rendering service, and providing counseling/education.

Incumbent reports directly to Prosecutor.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting/walking at will, lifting objects weighing less than 25 pounds, reaching, bending, keyboarding, speaking clearly, and hearing sounds/communication. Incumbent maintains considerable contact with the public and may be exposed to hostile/argumentative persons and/or emotionally distraught individuals.

Incumbent occasionally works extended hours, evenings and/or weekends and may travel out of town for training/hearings, sometimes overnight. Incumbent occasionally responds to emergencies on a 24-hour basis.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Victim Advocate for the Prosecutor’s Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes\_\_\_\_\_No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name