



## **AUDITOR – TREASURER’S OFFICE**

*101 Main Avenue North*

*P.O. Box 616*

*Thief River Falls, MN 56701*

*(218) 683-7000*

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## **CRIME VICTIM SERVICES ADVOCATE**

Pennington County is seeking candidates for a full-time Crime Victim Advocate. Under the direction of the County Attorney, this position is responsible for providing support, advocacy, crisis intervention, referral information, and assistance to victims of crime.

A degree in social work, sociology, criminology, or criminal justice is preferred but not required. Applicants should have at least 1 year of demonstrated experience related to advocacy and support of victims of crime.

Pennington County offers excellent benefits including health and life insurance, 12 paid holiday, vacation and sick leave, and a pension retirement plan. This non-union position features a starting pay of \$22.00/hour.

Applications and a complete job description are available in the Pennington County Auditor-Treasurer’s Office, 101 Main Avenue North, Thief River Falls, MN 56701, on our website at <http://co.pennington.mn.us>, or can be emailed upon request. Applications, resumes and/or supportive documents can be mailed to the address above or may be emailed to: [kwerickson@co.pennington.mn.us](mailto:kwerickson@co.pennington.mn.us).

Application deadline: April 30, 2024, 4:30 p.m.

***Pennington County is an Equal Opportunity Employer***

## POSITION DESCRIPTION PENNINGTON COUNTY

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Crime Victim Services Advocate	<b>Department:</b> County Attorney's Office
<b>Immediate Supervisor's Position Title:</b> Crime Victim Services Coordinator	<b>FLSA Status:</b> Non-exempt
<b>Job Summary:</b>  Under the direction of the County Attorney, the Crime Victim Services Advocate is responsible for providing support, advocacy, crisis intervention, referral information and assistance to victims of crime.	

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<ul style="list-style-type: none"> <li>• Provides direct services to all crime victims including:             <ul style="list-style-type: none"> <li>a) Provides crisis intervention counseling to all crime victims.</li> <li>b) Provides personal advocacy, criminal justice support and legal advocacy.</li> <li>c) Provides support to victims during the legal process.</li> </ul> </li> <li>• Provides support to victims during the legal process.             <ul style="list-style-type: none"> <li>a) Notifies victims/witnesses of scheduled court hearings and on-going case status.</li> <li>b) Attends all hearings and court appearances or meetings with attorneys.</li> <li>c) Provides court escort and assistance.</li> <li>d) Explains court procedures and processes. Clarifies and details the rights of victims.</li> <li>e) Prepares and assists victims/witnesses for testimony in court.</li> <li>f) Acts as a liaison or advocate for victims with social service agencies, law enforcement, corrections, court services and/or other agencies.</li> </ul> </li> <li>• Assist victims with restitution, reparations and return of property and follow-up.</li> <li>• Educate community groups and criminal justice agencies on victims' rights issues. Networks with area service providers to promote positive social change favorable to crime victims.</li> <li>• Assists in compiling and reporting statistics to the State Analyst regarding unit activities and summaries. Maintains unit files, reports and records in accordance with office procedures and requirements.</li> <li>• Research information to determine best practices for assisting crime victims.</li> <li>• Performs other duties of a comparable level or type, as required.             <ul style="list-style-type: none"> <li>a) Attends training sessions and seminars to keep current on legislative and current trends pertaining to crime victim services and issues.</li> </ul> </li> </ul>
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**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
	less than high school diploma		<b>Major field of study or degree emphasis:</b>  Paralegal, Human Services, Sociology, or related area
	High school diploma or GED.		
x	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of the judicial system and related processes and procedures.</li> <li>• General legal terminology.</li> <li>• Court procedures and processes.</li> <li>• General understanding of federal, state, and local criminal and civil law pertaining to victim/witness rights.</li> <li>• Fundamentals of support services for crime victims.</li> <li>• Dynamics, concepts, and issues faced by victims of crime and witnesses to crimes.</li> <li>• Knowledge of general office equipment, computer operation and general business productivity software/applications (i.e. word processing, email, spreadsheets, internet browsers, etc.)</li> </ul>
	2nd year graduate level		
	Doctoral Degree		
<b>Required Work Experience in Addition to Formal Education/Training:</b> Minimum of 1-year experience related to advocacy and support of victims of crime.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b> Requires a valid drivers in the State of MN. MN Victim Assistance Academy Certification; 40 hrs of Domestic Abuse and 40 hrs. Sexual Assault Education.	

<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>	
<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
<b>TOTAL</b>	

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b>	<b>Total:</b>



<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Using computers and related software applications</li> <li>• Using standard office equipment</li> <li>• Advocating for crime victims and witnesses</li> <li>• Providing counseling</li> <li>• Working with other County and private agencies</li> <li>• Working with people in stressful situations</li> <li>• Organizing and prioritizing work</li> <li>• Maintaining confidentiality</li> <li>• Preparing and giving written and oral presentations</li> <li>• Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.</li> </ul>
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<p><b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p>	<p><b>Unusual or hazardous working conditions related to performance of duties:</b></p> <p>Nature of the work involves possible exposure to some disagreeable human interactions but minimal physical or environmental risks associated with the work.</p>
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
<b>Stand</b>		x		
<b>Walk</b>		x		
<b>Sit</b>			x	
<b>Use hands dexterously (use fingers to handle, feel)</b>		x		
<b>Reach with hands and arms</b>		x		
<b>Climb or balance</b>	x			
<b>Stoop/kneel/crouch or crawl</b>		x		
<b>Talk or hear</b>				x
<b>Taste or smell</b>	x			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Physical (Lift &amp; carry): up to 10 pounds</b>				x
<b>up to 25 pounds</b>	x			
<b>up to 50 pounds</b>	x			
<b>up to 75 pounds</b>	x			
<b>up to 100 pounds</b>	x			
<b>more than 100 pounds</b>	x			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Sedentary Work:**

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

\_\_\_\_\_  
**Department Head's Signature**

\_\_\_\_\_  
**Date**

**Classification History:**

Prepared 8/2011 by BCC.

