

SNOHOMISH COUNTY JOB DESCRIPTION

VICTIM / WITNESS ADVOCATE, SENIOR

Spec No. 5045

BASIC FUNCTION

To perform duties in support of the victim/witness services provided through the Snohomish County Prosecuting Attorney's Office. Advocates for children and adults who are referred to the Prosecutor as victims or witnesses of crimes, usually crimes of physical or sexual assault, domestic violence or homicide.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Performs all the duties of a Victim/Witness Advocate.
2. Acts on the statutory rights of crime victims (often referred to as the Victim's Bill of Rights) in a way that is parallel to a professional code of ethics.
3. Effectively advocates for victims while working on a multidisciplinary team with attorneys, social workers, community and system based professionals, and others involved in the criminal justice system.
4. Participates in related activities such as training, committees, and task forces that strengthen the relationship of the Prosecuting Attorney's Office to the larger community and advance the issues of crime victim advocacy.
5. Provides backup services to advocates in areas other than the Senior's primary area.
6. Serves as expert advisor in areas of victim services that strengthen the office.
7. Writes grants and other reports and provides interpreting services to victims.

STATEMENT OF OTHER JOB DUTIES

8. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's degree in a human service field; AND, one (1) year of experience in mental health, education, social services, or criminal justice; OR, any equivalent combination of training and/or experience which provides the required knowledge and ability. A Post-graduate degree is not required, but is highly desirable. Must pass related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License, unrestricted except as to vision may be required.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- judicial and criminal justice systems
- victim rights as defined by law
- community and social service systems and resources in the area
- dynamics of families, human development, and interpersonal abuse and violence
- interviewing, counseling/guidance and assessment skills
- working in a host environment
- providing services to people who have been the victims of violent crimes

Ability to:

- work independently
- effectively communicate verbally and in writing to a variety of groups and individuals from diverse backgrounds
- maintain all ethical and professional standards of the Office
- observe strict confidentiality regarding all information obtained in course of employment
- produces work product that meets professional standards of quality, neatness, accuracy, and promptness
- articulate and represent clients in an advocate role
- respond effectively in crisis and emergent situations and establish a trusting and supportive environment among staff and for victims
- read, interpret and apply work related laws, rules and regulations
- establish and maintain effective working relationships with officials of the criminal justice system, community organizations, agency staff and associates, and the general public
- apply professional values in a practical, host environment
- manage a caseload characterized by traumatic life events
- maintain records and prepare reports
- use basic computer programs such as word processing, data bases, spread sheets
- provide leadership to others in the field through teaching, writing, mentoring or other means
- serve to strengthen the role of Advocates and of the Prosecuting Attorney's Office including writing grants, and other reports and provides interpreting services to victims
- interact with distraught or difficult individuals in an adversarial environment

SUPERVISION

Employees in this class report to the Unit Lead and are supervised by both the Lead and the Victim/Witness Advocate Coordinator. The work is performed with a high degree of independence and is reviewed through meetings, periodic status reports, periodic written evaluations, and results obtained.

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WORKING CONDITIONS

The work is performed in the usual office environment which involves frequent interaction with distraught or difficult individuals. It is also a social service position in a law office and employees must develop skills specific to working in the host environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 1988 as Victim/Witness Counselor, Sr.

Spec No. 610657

Revised & Retitled: January 2005

EEO Category: 2 - Professionals

Pay Grade: 237 - Classified

Workers Comp: 5306 Non-Hazardous