

ELBERT COUNTY  
SHERIFF'S OFFICE

JOB TITLE: VICTIM ADVOCATE

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**Department:** Office of the Sheriff

**Date:** 08/30/2017

**Salary:** \$34,000.00 – \$40,000.00

**Closing Date:** 09-07-2017. Applications can be found on the Elbert County Sheriff's Office website or Elbert County Government website.

**General Duties:** This position serves as an assistant to the Victim Assistance Coordinator, performing direct services to victims and office functions of the victim assistance program

**Supervision Exercised:** None

**Supervision Received:** Reports directly to Victim Assistance Coordinator

**Examples of Duties:**

- Provide advocacy services and immediate crisis intervention to victims either through personal or telephone contact
- Ensure victims are aware of their rights as provided by the constitution of the State of Colorado (C.R.S. §24-4.1-302)
- Provides information regarding the investigative and criminal justice processes
- Responsible for informing and assisting victims with obtaining financial remedies for expenses related to the crime through victim compensation and/or community resources
- Serve as an informed source of support to the victim during the immediate crisis
- Act as a liaison between the victims and the criminal justice system
- Maintain accurate statistical records of victim contacts
- Responsible for maintaining victim brochures and accurate community resources
- Attend monthly staff meetings and trainings
- Assist with community events

**Minimum Requirements:**

- Preferred Bachelor's degree in related field and/or one (1) year volunteer experience in a victim assistance program OR satisfactory equivalent combination of experience and training
- Possess a valid Colorado Driver's License at the time of employment and have a good driving record
- Ability to pass background investigation
- High degree of communication skills
- Ability to read, write, and speak the English language
- Must be able to work on-call schedule which may include nights, weekends and holidays
- Must have a good knowledge and understanding of the Colorado constitutional amendment giving victim's rights

## **Essential Job Functions:**

Computer Skills: Ability to utilize and understand a variety of computer systems.

Department Policies and Procedures: Demonstrate working knowledge of and compliance with all department policies, procedures, and directives.

Emotional Abilities: Control personal and emotional responses and act appropriately under high levels of emotional stress. Demonstrate sensitivity to feelings of others; listen with empathy towards others; and display compassion to those in distress. Control personal aggressive responses and act in a manner calculated to calm volatile persons.

Legal Knowledge: Full knowledge of Colorado constitutional amendment giving victim's rights. Ability to testify in court. Able to explain the intricacies of the investigative and court process to victims. Understand the Victim Compensation and statewide victim notification (VINE) programs.

Mental Abilities: Ability to reason quickly and apply logic in a multi-tasking environment. Comprehend and process new information quickly and accurately. Ability to retain relevant information.

Public Interaction: Ability to interact with diverse groups and cultures of people in a rural environment. Ability to develop and carry out community campaigns that focus on victim issues.

Social Skills: Establish and maintain effective relationships with peers, elected officials, supervisors and the public. Ability to maintain objectivity in the provision of services to victims regardless of the circumstances.

Vehicle Operation: Ability to operate vehicles under varying road, weather and lighting conditions.

Verbal Skills: Speaks English clearly and converse effectively with persons of divergent ethnic, cultural and educational backgrounds. Project voice clearly and forcefully when necessary while under personal stress.

Written Communication and Data Entry: Prepare reports, forms, memos, grants etc. This includes the documentation of personal observation and actions; statements of victims, witnesses, and suspects. Write legibly using acceptable grammar, punctuation and spelling. Oversee data entry process and database used for the collection of victim information.

**Note:** The successful applicant must be able to perform ALL the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements.