



<b>WORKING TITLE:</b> CRIME VICTIMS ADVOCATE	<b>CLASSIFICATION:</b> LEGAL ASSISTANT
<b>DEPARTMENT:</b> DISTRICT ATTORNEY	<b>DIVISION:</b> CRIMINAL
<b>PAY RANGE:</b> OPEU 14	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIRMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8810
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> April 2025

**JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

This is a hybrid full-time position, working as a Legal Assistant and Crime Victim Specialist. The employee Independently performs a variety of specialized legal support duties of a complex clerical nature, with unique specialized training and skills. The position is distinguished from other clerical positions by the degree of specialization and technical considerations in two separate fields. Provides, information, emotional support, and ongoing services to victims of crimes and their families. Requires use of independent discretion and judgment.

***SUPERVISION RECEIVED:***

Work is performed under the general supervision of the Office Administrator and Director of Victim Services who evaluates performance for quality of results achieved. Work is performed with considerable independent judgment based on department procedures and state law.

***SUPERVISION EXERCISED:***

Although supervision is not always a function of this position, the employee may direct other staff occasionally.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Performs intake functions on all incoming cases referred to the office.
- Enters new cases, accurately and completely, into our Case Management system.
- Ensures proper paperwork is included with the intake packet and follow up with agencies if documentation is not received.
- Completes Criminal History checks.
- Issues subpoenas for court hearings, confirms service, and schedules trial prep meetings for DDAs.
- Compose, and proofread a variety of legal documents from transcription, rough draft, or verbal instruction. Examines legal documents for accuracy.
- Back-up to other positions as needed.
- Special projects as assigned to meet the needs of the office.
- May provide specialized crisis and trauma intervention to victims of crime.
- Provides complete, ongoing advocacy; including but not limited to explaining criminal justice system processes and procedures to victims, upholding victims' rights, providing case information, court accompaniment, safety planning, problem-solving, liaison, and advocacy with the prosecutor or other agencies.

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- Provides assistance with protective orders, impact statements, restitution, and compensation claims.
- Coordinates meetings with prosecutors and law enforcement, providing emotional support and advocacy during those interactions.
- Establishes and maintains contact with victims in person, by telephone, and in writing.
- Performs assessment of victims' needs.
- Exercises independent judgment to identify services, providing referrals to appropriate community resources.
- Maintains case information, creating and updating data entries.
- Works as Receptionist.
- Performs clerical support to felony caseload.
- Completes data entry on case events into the case management system.
- Prepares legal documents including accusatory instruments, affidavits, subpoenas, and complex motions/orders from rough data.
- Complete the discovery process as required.
- Complete closure of cases within the case management system per office policy.
- Conducts legal research and drafts legal documents for review by attorney, as instructed.
- Completes special projects, as assigned, by the Office Administrator or District Attorney.
- Performs other duties as assigned by the District Attorney, Director of Victim Services or Designee.
- Complete the discovery process as required with minimal supervision.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Legal principles, practices, and terminology relative to both positions.
- Secretarial and general office procedures including English composition, spelling and grammar.
- Confidentiality rules, especially those specific to program area.
- Appropriate Agency partners and community resources.
- Current and past Case Management software.
- LEDS, CJIS, AXON, ODYSSEY, E-FILE, LOIS, etc.
- Victims' rights and police, prosecution, and court procedures.
- Criminal justice system methods, legal principles, practices, and terminology relative to specific functions of the position.
- Empathetic listening techniques.
- Confidentiality rules, especially those specific to the program area.
- Operation of office equipment, computer software and case management systems, English composition, and basic mathematics as required by the position.

#### **SKILL IN:**

- Organizing materials and documents.
- Developing and maintaining appropriate, relevant professional relationships.
- Effectively communicating orally and in writing.
- Effectively explaining criminal justice system processes and procedures to victims and members of the public.
- Maintaining composure and professionalism with people who are in distress and/or exhibiting irrational or hostile behaviors.

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- Providing training, instruction, and developing a training plan.

### **ABILITY TO:**

- Analyze situation and respond swiftly, calmly, and professionally.
- Interact with the public and coworkers in a pleasant, tactful, understanding, and courteous manner, including times under stressful conditions.
- Write concisely and perform administrative tasks, including documenting via electronic systems.
- Operate in the Microsoft Windows environment inclusive of using Excel, database management and record keeping programs.
- Work independently to complete required intake assignments in a timely and organized manner.
- Complete all assigned tasks accurately and precisely.
- Maintain a high degree of professionalism and confidentiality.
- Attend work as scheduled and/or required.

### **MINIMUM EXPERIENCE AND TRAINING:**

Associates / or Paralegal degree and two years' experience directly related to the duties of this position; any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for above. Graduate of the Oregon Basic Victim Advocacy Institute strongly preferred. Bilingual/bicultural strongly preferred.

### **OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a county vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Will be subject to successful completion of a background check.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. The employee will encounter frequent interruptions throughout the workday.

The employee is regularly required to, walk, sit or stand up to 70% of the time, talk, or hear 100% of the time, frequently required to use repetitive hand motion, handle, or feel, and to reach and bend up to 15% of the time. Required to lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee*

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