



Position: Crime Victim Advocate
Department: County Attorney's Office
Salary: \$14.91 to \$20.19 Depending on Experience

Part-time Position – 20 to 28 Hours Per Week, depending on case load. All county departments must maintain an open and customer service oriented environment, cooperate with other County departments and governmental entities, and keep accurate and timely records and information.

Job Summary: This position provides advocacy and variety of supportive services for the primary and secondary victims of crimes of intimate violence, sexual offenses and in civil matters, such as Orders of Protection. These crimes include; Partner or Family Member Assault, Dating Violence, Stalking, and Sexual Assault. The individuals seeking assistance from this Crime Victim Advocate can be any gender and may include children. However, this position is not responsible to provide advocacy in child abuse cases.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Assess complex needs, including safety issues, housing concerns, and the availability of financial resources for primary and secondary victims of intimate violence, stalking or sexual assault.
- Provide or access initial crisis counseling for crime victims through phone or in-person crisis intervention while providing emotional support and education.
- Provide emergency legal advocacy for victims, and be able to follow any legal matter through the judicial process and helps clients access pro bono legal counsel, as needed.
- Follow all statutory guidelines to screen applicants to determine eligibility; complete and file Temporary Orders of Protection (TOP); and prepare clients for TOP hearings.
- An important piece of this position is serving as a liaison for the victim with the criminal justice agencies, attorneys, medical care providers, social service agencies and other community resources.
- This position will help the completion of Restitution Reports/Affidavits; Victim Impact Statements; provide information on the Crime Victims Compensation Program; assist crime victims in completing applications for reimbursement from the State compensation program, and have a strong knowledge of community support services to refer clients appropriately.
- Be supportive presence from the initial report of the offense through the investigation and Sentencing, as needed and requested.
- Maintain contact with and offer long-term support to individuals who receive assistance for a period of time after any criminal or civil court matter has been adjudicated.
- Attend local proceedings an hearings with or on behalf of victims; document all relevant information in a confidential manner; and offer basic legal information to individuals.

- This position requires a high level of confidentiality, the ability to work with diverse and often marginalized populations, and a full understanding of the Montana Advocate Privilege law and Marsy's Law.

Education and Experience:

- High School Diploma or equivalent; combination of education and experience (i.e., an Associate's Degree and two years of experience in a relevant field is acceptable).
- High levels of interpersonal skills are necessary, including the ability to defuse tense customer relations. Knowledge of general legal terminology and legal principles; of criminal justice system and courts; understanding of Montana Code Annotated.
- Writing skills, including ability to prepare legal documents, and other correspondence. Ability to deal tactfully and effectively deal with city/county/state officials, employees, court officials and general public.
- Ability to perform computerized legal research, organize and prioritize workload.
- Ability to deal tactfully and effectively deal with city/county/state officials, employees, court officials and general public; to handle stressful situations.

Application Process: Please submit ALL applications through Sanders County Job Services.