



**COLUMBIA COUNTY, OREGON**

**JOB TITLE: VICTIM ADVOCATE**

**DATE: FEBRUARY 1, 2024**

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<b>EXEMPT (Y/N):</b>	No	<b>CLASSIFICATION:</b>	CSC
<b>DEPARTMENT:</b>	District Attorney's Office	<b>JOB CODE:</b>	083
<b>SUPERVISOR:</b>	Program Administrator Victim's Assistance	<b>SALARY RANGE:</b>	22
<b>UNION (Y/N):</b>	Yes	<b>LOCAL:</b>	AFSCME 1442

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**GENERAL STATEMENT OF DUTIES:** Perform duties as an advocate for victims of crime before, during, and after court proceedings.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned. Inform victims of their rights granted under Oregon law and help them to invoke and uphold those rights. Assist victims with protective order applications and assist victims whose protective orders have been violated.

Assist victims in recovering property that is damaged or stolen. Inform victims of the process to request the return of property held as evidence. Assist victims in preparing restitution documentation for purposes of obtaining a restitution order.

Notify victims and witnesses of court events and case status. When practicable or legally required, involve victims in the decision-making process in the criminal justice system.

Prepare victims for impending court hearings by informing them of procedures. Assist victims with logistical problems related to court appearances. Accompany victims to court hearings.

Refer victims to appropriate community resources to help provide support and assistance.

Compile statistics and prepare necessary reports to comply with federal and state recordkeeping requirements, including grant award requirements.

Follow all safety rules and procedures established for work areas. Comply with all relevant State and County policies and procedures.

Maintain regular attendance during the assigned work schedule as an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers and others is required.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not a responsibility assigned to this position.

**SUPERVISION RECEIVED:** Work is performed under the general direction of the Victims Assistance Program Administrator who provides policy, procedure and administrative direction and reviews performance.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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**EDUCATION and/or EXPERIENCE:** Equivalent to a high school diploma with experience working as an advocate. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills and abilities may be substituted for the above requirements.

**DESIRABLE QUALIFICATIONS:** Previous experience in a prosecutor's office or in the court system preferred. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Possession of, or ability to possess within one year of hire, State Victims Assistance Certification. Should possess a valid driver's license and be insurable under the County's liability policy.

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of problems confronting victims of crime and short-term crisis intervention techniques. Knowledge of community resources for assisting crime victims, counseling practices and techniques, and the financial and legal problems confronting crime victims. Knowledge of law enforcement prosecution and court procedures. Knowledge of office practices and procedures.

Skill in business software programs and Microsoft Office products.

Ability to:

- Organize, prioritize and produce an accurate work product and meet deadlines.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and acknowledge and work through conflict openly. Accept responsibility and be able to work well with ambiguity.
- Work independently and as a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters which may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, County officials and the general public.
- Interview victims and evaluate appropriately the victim's needs and problems. Effectively deal with people in crisis.
- Remain calm and use good judgement during confrontational or high-pressure situations.

**SPECIAL NECESSARY QUALIFICATIONS:** Must be able to pass a pre-employment background screening.

**PHYSICAL DEMANDS:** The physical demands described here 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.

Minimal, involving the movement of files, books, boxes, equipment, etc. seldom exceeding 20 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment. Daily contact with offenders and victims. Exposure to hazards and risks which accompany exposure to victims of trauma and offenders.



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*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

*Columbia County has the right to revise this job description at any time.  
This description does not represent in any way a contract of employment.*