



Androscoggin County Government

Job Description

Title: Victim Witness Advocate

Department: District Attorney's Office

Supervised by: District Attorney's Office Administrator

FLSA Status: Non-Exempt

Position Summary: Class specifications are intended to present a descriptive list of the range of duties performed by employees in a class. Specifications are not intended to reflect all duties performed within the Job.

The Victim Witness Advocate provides direct advocate services to victims and witnesses as assigned through the District Attorney's case assignment roster. The Victim witness Advocate provides information and assistance to victims of crimes, including domestic violence, sexual abuse, simple assault, burglary, theft and other crimes; acts as a liaison between victims, witnesses and the District Attorney, and provides trial support to the District Attorney and/or the Assistant District Attorneys.

Essential Duties and Responsibilities: The essential duties for this position include but are not limited to the following.

1. Contacts victims to assess their physical and emotional injuries and economic losses and determines their position concerning disposition of case. Informs victims of and complies with enforcement of Maine statutory Victim's Rights.
2. Assists victims by maintaining contact and providing them with information and assistance throughout the duration of the case and provides victims with disposition of criminal case. This includes notification of court hearings trial, sentencing, discussing restitution, explaining plea negotiations, and soliciting input and response to District Attorney recommendations.
3. Assists Victims in preparing correspondence, familiarizing victims and witnesses with the criminal justice process, including stages such as grand jury, arraignment, motion days, plea negotiations, sentencing, probation, deferred disposition and appeals.
4. Determines amount of restitution due to victims of personal injury and property crimes, assists victims in compiling documentation to verify restitution requests; notifies District Attorney of restitution requests.
5. Notifies all eligible victims of Victim's Compensation Fund and assists victims with application for compensation.

6. Assists District Attorney to produce victims and witnesses for trial by maintaining contact as directed with victims throughout criminal process and notifying all civilian victims of all required court appearances and arranges for transportation as needed.
7. Provides the prosecutor with information about victim availability for trials and hearings
8. Provides referrals to victims to appropriate agencies and services (Safe Voices, Sexual Assault Response Support Services, and Maine Crime Victim Compensation Program etc.)
9. Prepare crime victims for court hearings and attend court hearings with victims as support and explains the Court's rulings. The court hearings may be held by zoom or in person hearings.
10. Inform victims of their rights to submit a Victim Impact Statements for sentencing hearings and coordinate this process in the Courts.
11. Coordinates with Department of Corrections Victim Services regarding victim contact information and assists with submitting requests for Prisoner Release Notification forms.
12. Submits to Office Manager all requests for witness fee and mileage payment, disburses payments to victims and/or witnesses. Coordinates out of state hotel, transportation and food allowances for victims traveling to Maine.
13. Makes mandatory child protective reports to DHHS when appropriate and assists in the opening of cases in DA database and referral of cases to law enforcement.
14. Assists crime victims and the prosecutors by helping them prepare for court.
15. Familiar with duties of a Trial Assistants position and able to process incoming cases; or assigned and processes caseload.
16. Attend the Maine Prosecutor's conference and the Victim Witness Advocates Academy. And to attend any pertinent Victim Witness Advocate Trainings.
17. Maintains regular attendance and punctuality.
18. Promotes a professional, positive, cooperative and team orientated attitude, committed to working in a quality environment and achieving the highest level of customer satisfaction.
19. Performs other duties, as required, or assigned.

Recommended Minimum Qualifications:

Education and Experience:

1. High School Graduate
2. Must be 18 years of age or older.

Knowledge, Ability and Skills:

1. Must be able to utilize a computer and adapt to new technology.

Physical Requirements:

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.

The employee is required to sit for extended periods of time. The employee is frequently required to use hands and fingers to use computer keyboard, file, writing, and answering phones. The Employee is frequently required to walk, talk, and listen. Occasionally required to climb or balance; stoop or kneel. They may be expected to lift and/or move up to 25 pounds.

Supervision:

Supervision Scope: Works Under the general supervision of the District Attorney's Office Administrator. District Attorney or his/her designee.

Supervision Received:

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.



Approved by the District Attorney: _____ Date: 8-9-23

Approved by County Administrator: Clare Koch Date: 8/10/23