

**NOTICE**

There is a vacancy in the **BAY COUNTY PROSECUTING ATTORNEY'S OFFICE.**

JOB TITLE:                   **CRIME VICTIM ADVOCATE**

RATE OF PAY:               **\$17.40 PER HOUR**

This is a temporary, non-union, full-time position with no benefits.

**GENERAL SUMMARY:** Under the general supervision of the Prosecutor and/or the Victim Rights Coordinator. Responsible for timely submission of reports and for accurately following the rules and regulations of the funding source, and for obliging all stipulations of the grant.

**TYPICAL DUTIES:**

1. Assist the coordinator in setting up guidelines and procedures with local law enforcement agencies, court personnel and judges in compliance with Crime Victims Rights Statutes.
2. Notify victims of all scheduled court proceedings.
3. Maintain victim rights procedure for adult and juvenile cases.
4. Refer victims to appropriate counseling agencies, shelters and other community resources.
5. Assist victims with completing Crime Victim Compensation Application.
6. Gather information from victims regarding violations of Personal Protection Orders and inform them of the courts procedure.
7. Meet with victims to gain information on violations of no contact bonds to ensure victims safety and defendants accountability.
8. Assist victim with documenting their injuries and gathering medical reports.
9. Meet with victim prior to testifying at court and answer questions as it relates to scheduled court activity.
10. Maintain communication with victims throughout the judicial process and confer with prosecutors about victims feelings regarding plea bargains and restitution requests.
11. Prepare victims to testify on court.
12. Accompany victims to all court proceedings as requested.
13. Provide a safe waiting area, free from harassment from defendant, defendant's family members, other witnesses and the media.
14. Help victims determine restitution amount and inform/assist them with restitution collection procedures
15. Assist victims with the return of their property
16. Notify prosecutor of victim's concerns and special accommodations that may be requested such as the use of the witness screen or a support person.
17. Assist victims with preparing their Impact Statement for sentencing.
18. Participate in the Child Death Review Team, Domestic Violence Community Response Team, Sexual Assault Responses Team and The Nathan Weidner Multi-Disciplinary Team.
19. All other duties assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**QUALIFICATIONS:** College degree or equivalent education/work experience. Must have at least five years of legal experience, a working knowledge of the Victim Rights Law, have a working knowledge of the Word Perfect and PAMM computer system, and keep updated on new legislation concerning Victim Rights; must be a good listener; must be able to relate to children; must have the ability to draft legal documents without the need of dictation; must have a working knowledge of the English language. Applicants will be required to attend training and workshops as assigned. Applicants may be required to take written and/or other examinations.

**PHYSICAL REQUIREMENTS:** This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 10# of force up to one third of the time.

Make application at the Bay County Personnel Department, 515 Center Avenue, Bay City, MI 48708 no later than **4:00 p.m. Monday, May 10, 2010.**

**AN EQUAL OPPORTUNITY EMPLOYER**

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF HANDICAPPED STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."