



# SANDUSKY COUNTY

## CLASSIFICATION SPECIFICATION

An Equal Opportunity Employer

**Agency:** Prosecutor **Unit:** Clerical  
**Name:** **Position Title:** Victim Witness Advocate  
**Class Title:** Victim Witness Advocate **Class Number:**  
**Supervisor's Title:** Prosecutor **Number:**

**Supervises:** N/A

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

**JOB DUTIES:** In order of importance

#### ESSENTIAL FUNCTIONS OF THE POSITION: (\* indicates developed after employment)

60% (1) Provide crime victims with information, support, and advocacy, as well as practical assistance in response to an individual's victimization. Accompanies crime victims/witnesses to court proceedings and provided appropriate resource materials to crime victims. Meets with victims to prepare for court and accompanies them during interviews by police detectives, as appropriate.

(1) **Knowledge of:** (a); (b); (c); (d); (e); (f); (g).  
**Skill in:** (h); (i).  
**Ability to:** (j); (k); (l); (m); (n); (o); (p); (q).

30% (2) Assist the public in filling out paperwork for Civil Protection or Stalking Protection Orders and in determining what alternatives are available; assists victims with Crime Victim Compensation forms; notifies crime victims of the release of offenders from incarceration.

(2) **Knowledge of:** (a); (b); (c); (d); (e); (f); (g).  
**Skill in:** (h); (i).  
**Ability to:** (j); (k); (l); (m); (n); (o); (p); (q).

10% (3) Oversees the Victim Advocate grant fund reporting and maintains all necessary financial statistics and records accounting and adheres to their reporting requirements.

(3) **Knowledge of:** (a); (g).  
**Skill in:** (h); (i).  
**Ability to:** (j); (k); (l); (m); (n); (p); (q).

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### **OTHER DUTIES AND RESPONSIBILITIES:**

Performs other duties as directed.

### **MINIMUM ACCEPTABLE CHARACTERISTICS:**

**Knowledge of:** (a) organizational policies and procedures\*; (b) case management; (c) interpersonal sensitivity; (d) crisis management; (e) courtroom procedures; (f) justice system; (g) records preparation and management.

**Skill in:** (h) computer operation; (i) typing.

**Ability to:** (j) carry out detailed but basic written or oral instructions; (k) deal with problems involving several variables in familiar context; (l) communicate effectively; (m) maintain high level of confidentiality; (n) develop and maintain effective working relationships; (o) resolve complaints; (p) maintain records according to established procedures\*; (q) prepare accurate documentation;