

POLICE VICTIM ASSISTANT

Title: Police Victim Assistant (grant-funded)	FLSA Status: Non -Exempt	Supervisory Responsibilities: No
Reports to: Police Lieutenant	Department Police Department	Date Created/Last Evaluated: January 2017
<p>Summary Performs responsible and technical work in coordinating the activities of the Victim/Witness Assistance Program for the City's Police Department.</p> <p>This position is grant-funded and eligible for grant renewal annually.</p>		
<p>Qualification Requirements <i>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.</i></p>		
<p>Minimum Qualifications</p> <ul style="list-style-type: none"> • Associates Degree, or an equivalent number of college credit hours supplemented by courses in typing and secretarial or business management subjects and some work experience in clerical and office management work. • Equivalent combination of education and experience may be considered; • Knowledge of standard office business practices, procedures and equipment, and business English; • Valid North Carolina Driver License 		
<p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Thorough knowledge of standard office practices and procedures, utilization of equipment, and secretarial techniques • Thorough knowledge of business English, spelling, and high school level mathematics • General knowledge of the criminal justice system and services that can be provided to victims • Ability to operate and maintain modern office equipment including personal computers and printers. • Ability to utilize modern office based software such as those designed for word processing, spreadsheets, graphics, and email systems. • Ability to follow oral and written instructions and effectively communicate with others both in writing and orally • Ability to work independently without close supervision • Ability to prepare and maintain complex records and reports • Ability to maintain and establish effective working relationships with other City employees, vendors, and the general public • Ability to listen and have strong written & oral communication skills • Ability to build and maintain cooperative & effective public relations with the citizens 		
<p>Supervisory Responsibilities None</p>		
<p>Essential Functions</p> <ul style="list-style-type: none"> • Contacts victims and directs them to the appropriate services available in the community. • Reviews crime reports and sorts by type • Reviews domestic history of the parties involved, writes reports, and assigns cases. • Updates victim on case status. • Provides information/referrals according to needs. • Offers services to victims including as translation court accompaniment, support and transportation • Attends trainings; prepares training materials; provides victim assistance training to new members and volunteers and interns. • Prepares victim assistance information and reports. • Contacts victims for initial assessment and for follow-up to check on well-being; follows up on closed cases. • Assists with victim's compensation filing • Attends community services/partners meetings and police events and provides appropriate training or informational briefings to the public as required. • Maintains Lethality Assessment Records • Disseminates department or program information, which may be confidential in nature, to appropriate authorities, personnel or the general public if applicable • Operates standard office equipment, including use of word processing and microcomputer equipment • Performs related duties as required. • Perform related tasks as required. 		
<p>Physical Demands</p>		

Work in this class is described as being sedentary and seldom requires much physical exertion to complete tasks. Work typically involves the ability to physically perform the basic life operational functions of walking, grasping, feeling, talking, hearing and repetitive motions. Work necessitates visual acuity to determine the accuracy, neatness, and thoroughness of work assigned in preparing and analyzing figures, accounting, transcription, computer terminal viewing and extensive reading. Working conditions include inside environmental conditions.

Work Environment

The worker is not subject to adverse environmental conditions. The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms and vehicles. Use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals are minimally required. Considerable mental effort and stress is involved resulting in tension or anxiety.

Special Requirements

Multilinguist is helpful.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

* U.S. DOL, *The revised handbook for analyzing jobs (Washington, D.C.): U.S. Government Printing Office, 1991.*