

**HIDALGO COUNTY CRIMINAL DISTRICT ATTORNEY
ADVOCATE I
JOB DESCRIPTION**

Job Description: Coordinates support services and information to crime victims, and their families in compliance with the Texas Code of Criminal Procedure; Ensures that crime victims and/or their families are afforded the rights granted to victims by the Texas Code of Criminal Procedure. Prepares all needed information required for presentation of the victim's court case. Position requires a high level of confidentiality. Under the supervision of the Hidalgo County Criminal District Attorney's Office: Victims Unit Program Director.

Examples of Work Performed:

1. Prepares victims for interviews with prosecutors and provides court accompaniment
2. Conducts assessment of victim and family needs and makes appropriate referrals for on-site or off-site services to medical, mental health services, and community based victim services.
3. Assists victims in applying for Crime Victims Compensation (CVC) and follows up with the CVC claims and procedures.
4. Assists victims in registering for the VINE system (Victim Information Notification Every Day) in an effort to keep victim informed of the criminal justice process.
5. Provides crisis intervention and peer counseling as needed.
6. Assists and explains to victims the Court Order Restitution process
7. Notifies victims of court proceedings and case dispositions as needed to include Indictment Notification and Restitution Hearings.
8. Provides and explains Victims' Rights under Texas Code of Criminal Procedure Chapter 56.
9. Assists victims with submitting Victim Impact Statements
10. Refer victim for post sentence services with the Texas Department of Criminal Justice
11. Assists victims with referrals for legal services and legal remedies available
12. Assists attorneys with case staffing; ensures all cases are assigned as necessary
16. Duties may require travel to and from different locations inside and outside the county
- .17. Performs related work as assigned

Experience and/or Education:

1. Bachelor's degree in psychology, social work, criminal justice or related field or
2. Five years experience in a social service agency, preferably dealing with victims of sexual assault, domestic violence, crimes against children, survivors of homicide victims, and other violent crimes.

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3. Experience and ability to respond in a supportive way to people in crisis situations.
4. Knowledge of domestic violence, sexual assault, and child abuse dynamics
5. Working knowledge of Texas laws pertaining to domestic violence and sexual assault, Texas Code of Criminal Procedure Chapter 56 & 42, as well as the justice system's response to these crimes
6. Familiarity with the network of social and legal services, resources and procedures available in Hidalgo County area

Other Requirements:

1. adequate personal health, social maturity, and emotional stability to fulfill the functions of the position
2. Knowledge, Skills and Abilities
3. Ability to maintain full confidentiality about victims and their families
4. Must follow strict rules regarding the gathering, decimating, and storage sensitive crime victims" documents, reports, and other information
5. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations
6. Ability to read, write and speak both English and Spanish
7. Ability to write generalized report
8. Excellent interviewing and counseling skills
9. Ability to plan and organize effectively
10. Ability to establish and maintain effective working relationships with other county employees and officials, representatives of victim/witness advocacy and assistance groups, court personnel, attorneys and the general public
11. Ability to effectively present information and respond to questions from groups, supervisors and the general public
12. Ability to maintain full confidentiality concerning victims and their families
13. Ability to respond with sensitivity and awareness to victims of crime
14. Experience preparing summary reports, chronologies, and analyses of medical records

Computer Skills

1. Must have some personal computer knowledge
2. Ability to learn new computer software
3. Must be familiar with MS Windows products
4. Must have experience with word processing and general knowledge of personal computers

Computer proficiency in Microsoft Word, Excel and Publisher and be familiar with other MS Windows products and related software

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5. Comfortable using newer technologies such as governmental apps and databases

Certifications

1. Registration, Certification, and Licensure Applicant must have a current valid Texas operator's driver's license
2. Must be able to be insured by the County's insurance carrier

THIS IS A SECURITY SENSITIVE POSITION –

1. Position requires gathering, disseminating and storing sensitive crime victim's documents and offense reports .*BACKGROUND INVESTIGATION IS REQUIRED FOR THIS POSITION*