

## **Job Description: SPECIAL VICTIM LIAISON**

**CLASS NO.** 1052

**EEOC CATEGORY:** Administrative Support

**PAY GROUP:** 115

**FLSA:** Non-Exempt

### **SUMMARY OF POSITION:**

To ensure that a juvenile victim of a violent crime, guardian of a victim, or close relative of a deceased victim is afforded the rights granted victims, guardians, and relatives by Article 56.02 of the Code of Criminal Procedure, and to work closely with the appropriate law enforcement agencies, prosecuting attorneys, and the judiciary in carrying out that duty. Promotes public awareness of crime victim rights for juveniles and their parents.

### **ORGANIZATIONAL RELATIONSHIPS:**

1. **Reports to:** Sheriff or designee.
2. **Directs:** This is a non-supervisory position.
3. **Other:** Has regular contact with other departmental employees, employees of outside agencies and organizations, representatives of the legal profession and the general public.

### **EXAMPLES OF WORK:**

#### **Essential Duties\***

Victim liaison with Law Enforcement agencies, prosecuting attorneys and community social services;

To insure that juvenile victims of violent crimes are aware of and understand their rights as a victim of crime in accordance with the Texas Code of Criminal Procedure, the general procedures in the criminal justice system, and how they will maneuver through the system.

To inform juvenile victims of violent crimes of the Crime Victim Compensation Act and assist in preparing the application for benefits including information related to costs that may be compensated, amount of compensation, compensation eligibility and procedures for compensation application, the payment for forensic medical examination of an alleged sexual assault;

To attend juvenile forensic interviews;

To prepare reports for CID

Refer juvenile victims of violent crimes to available social service agencies for additional services.

Organizes and promotes social activities for those juveniles affected by violence.

Present Juvenile Victim Awareness Programs to local schools, churches and the community at large.

Filing, answering telephone, and general office duties.

To compile data and reports for tracking juvenile crime victim services.

To accompany juvenile victim or relatives to court procedures, hospital, or to law enforcement when requested.

Attend and act as representative for the PCSO at the MDT, SART, Juvenile Fatality Review and Community Involvement Association.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Knowledge of:* Code of Criminal Procedure, general information concerning benefits available to crime victims.

*Ability to:* communicate well with citizens in a direct but polite manner; establish, maintain effective working relationships with other county employees; organize large volumes of work in a timely manner; possess good verbal and written communication skills. Skill to type and operate a computer to process and retrieve data and information.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

High School Diploma.

Two (2) year related experience as an advocate or experience in a social work setting;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

### **CERTIFICATES AND LICENSES REQUIRED:**

Certification as a Notary Public preferred.

Valid Texas Drivers License.