

VICTIM & RECOVERY SPECIALIST

Tompkins County

Department: District Attorney
Classification: Competitive
Labor Grade: M (13) Confidential
Approved: 3/3/98, per Resolution 53
Revised: 09/06
By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors degree in Social Science, Criminal Justice, Paralegal Studies or related field **AND** one year of full-time paid (or equivalent part-time and /or volunteer) criminal justice experience in a public or private agency; **OR**

B. Graduation from a regionally accredited or New York State registered two year college with an Associates Degree in Social Science, Criminal Justice, Paralegal Studies or related field **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) criminal justice experience in a public or private agency.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position has responsibility with the District Attorney's for (1) victim advocacy and (2) affirmative litigation. As victim advocate, this position provides direct services to crime victims and assists in coordinating the delivery of victim services in Tompkins County. The emphasis is on meeting the legal obligations of the District Attorney regarding victims, rather than providing emotional support to victims, which is a function that is referred to allied human services agencies. As affirmative litigator, this position uses the civil and criminal powers of the District Attorney's Office to pursue monetary remedies against defendants and their property. This requires a thorough understanding of civil and criminal procedure, creative thinking, and preparation of a variety of legal forms used in the work. All these duties are performed under the supervision of the District Attorney. Wide latitude is given to the position to exercise independent judgment and to pursue effective legal strategies. The incumbent performs all other related duties as assigned.

This position is also responsible for developing, coordinating, implementing and maintaining the Special Traffic Options Program – DWI (STOP DWI). The goal of the STOP-DWI program will be met by coordinating the efforts of various governmental and non-governmental agencies involved in alcohol traffic safety, collection, preparation, and dissemination of information and statistics on DWI cases in the County, and the administration of funds available for the Special Traffic Options Program. The incumbent is responsible for ensuring that all aspects of the Special Traffic Operations Program are operated in accordance with Motor Vehicle and Traffic Law and all other applicable State or Local laws.

TYPICAL WORK ACTIVITIES:

VICTIM ADVOCATE ACTIVITIES INCLUDE BUT ARE NOT LIMITED TO:

- Update and distribute written materials explaining the court process and the rights of victims;
- Notify victims of key procedural steps in the court process, such as arrest, arraignment, bail status, release from custody, preliminary hearings, grand jury, suppression hearings, plea or trial, sentencing and appeal;
- Make referrals to the other agencies providing other types of support, including emotional support, counseling, housing, and emergency assistance;
- Assist victims with obtaining orders of protection;
- Accompany victims during court proceedings and explain the proceedings;
- Assist victims in submitting compensation claims to the State Crime Victims Board, and in preparing restitution claims for court;
- If the victims so request, explain to the victim's employers, creditors, or other third parties that the need for the victim's assistance in the prosecution may necessitate absence from work;
- Assist victims in preparing victim-impact narratives and sentencing remarks;
- Assist victims in obtaining the return of property from police custody;

- Assist victims in submitting remarks to the parole board and in getting notification of release from State correctional facilities;
- Meet with representatives; of allied victim-service agencies to coordinate victim-service delivery in Tompkins County;
- Maintain records and prepare all reports necessary under the State Crime Victims Board grant, which provides funding for the position;
- Obtain information from victims, the courts, and the Probation Department concerning restitution payments;
- Pursue collection and/or re-sentencing for defendants who fail to pay restitution and DWI fines;
- Obtain information from the police concerning property that is subject to forfeiture;
- Use state and federal laws to effect forfeiture as well as maintain and generate all records and reports incidental to forfeiture;
- Prepares grant applications;
- Participation on County Committees including STOP DWI and Restorative Justice;
- Works closely with law enforcement agencies to provide assistance and training to police agencies, prosecution and human service providers appropriate response and handing of cases;

STOP DWI COORDINATOR ACTIVITIES INCLUDE BUT ARE NOT LIMITED TO:

- Formulates and maintains a special traffic options program for driving while intoxicated;
- Coordinates efforts of interested parties and agencies engaged in alcohol traffic safety, law enforcement, adjudication, rehabilitation and preventive education;
- Evaluates proposals from municipal agencies or non-governmental groups for activities related to alcohol traffic safety and makes recommendations concerning funding for such proposed activities to the County Administrator's office for presentation to the Tompkins County Legislature;
- Assists local officials within the County in the formulation and execution of alcohol traffic safety programs, including enforcement, adjudication, rehabilitation and education;
- Reviews existing rules, orders, regulations and law in light of alcohol traffic safety problems within the County and recommends changes in them to the County Administrator's office for forwarding to the appropriate legislative or governing bodies;
- Gathers data on alcohol-related accident arrests, convictions and accidents and compiles the data for local educational, research and informational uses, law enforcement and prosecution;
- Prepares an annual report containing a verified account of all monies received and expended by or under the direction of the coordinator and also containing accounts of any other pertinent matters as requested by the County Administrator's Office;
- Prepares an annual report containing all such information as shall be required by the Vehicle and Traffic Law and the State Commissioner of Motor Vehicles in such form as prescribed by the Commissioner on or before April 1.

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of criminal and civil procedure;
- Thorough knowledge of the State and Motor Vehicle and Traffic Law and ordinances;
- Thorough knowledge of laws relating to collection of judgments and forfeitures;
- Good knowledge of practices and procedures of law enforcement agencies and courts in dealing with traffic violations involving alcohol use;
- Working knowledge of federal, state and local government functions and relationships;
- Ability to handle routine administrative details independently;
- Ability to respond effectively to crisis and stress situations without personal involvement;
- Ability to balance schedules, multiple tasks and meet deadlines;
- Ability to understand and interpret written and oral material;
- Ability to interact amicably and effectively with a wide range of personalities, including crime victims, victim-service providers, the police, and other criminal justice personnel;
- Ability to efficiently gather facts through investigation and interview;
- Ability to establish and maintain cooperative relations with government agencies, private agencies and the public;
- Good organizational ability, including the ability to keep numerous case files neat and orderly and their contents readily accessible;
- Ability to create spreadsheets and to use basic spreadsheet functions;
- Ability to prepare typical legal documents, such as complaints, affidavits, motions, and judgments;
- Ability to write coherent, well-organized sentences, paragraphs, and narratives;
- Ability to type accurately at a satisfactory rate of speed using a word processor;
- Ability to function independently;
- Initiative, resourcefulness, tact and good judgment are required.

