



Job Description
Job Code: 320
Range: 16

VICTIM ASSISTANT - POLICE DEPARTMENT

DESCRIPTION: Under general supervision, supplements and enhances the activities of Certified Police Officers, and ensures victims of crimes are aware of support and assistance services available to them; and performs related duties as assigned.

CLASSIFICATION: This is a non-exempt, full-time, classified position with full benefits.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the *Americans with Disabilities Act*, may include the following job responsibilities coupled with appropriate knowledge, skills and other supportive characteristics. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS:

- Performs as an integral part of the Cottonwood Police Department's Criminal Investigations Division and works closely with the Patrol Division.
- Serves as a liaison between victims of crimes such as domestic violence, sexual assault, and other victim-related crimes; and Certified Officers, support organizations and the Courts.
- Provides a coordinated network of support services to these crime victims.
- Serves crime victims immediately on-scene as an adjunct to investigating Certified Officers following the commission of an alleged crime.
- Reviews police reports and assesses possible follow-up and on-going needs of victims and witnesses of crimes.
- Creates and maintains a database of current information and resources available to assist victims through the judicial process and provides additional support resources.
- Assists Certified Officers by completing victim's rights forms and answering victim's questions of a criminal and civil nature.
- Assists victims with recovering property used as evidence after a case is adjudicated.
- Exchanges information with other law enforcement agencies concerning criminal activity.
- Assists in tracking orders of protections to be served by Certified Officers.
- Provides notification to victims in advance of when the suspect is being released from custody.
- Provides community notifications to include emergency and death notifications.
- Helps track and identify victims, violators, arrests, protection order violations, prosecutions, and convictions, for violent crimes against women, sexual assault, and domestic violence for training and education purposes and for grant maintenance.
- Maintains on-going training in victim services and/or advocacy.
- Assists in the continuing development and enhancement of the Cottonwood Police Department's Crime Prevention Program.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of applicable federal, state, and local statutes, ordinances, rules, regulations, policies and procedures.

Knowledge of the functions performed by the various positions in the Cottonwood Police Department.

Knowledge and practical application of desktop/personal computer functions.

Ability to courteously interview and aid in calming victims and witnesses of victim-related crimes.

COTTONWOOD POLICE DEPARTMENT VICTIM ASSISTANT – (Continued)

Ability to communicate effectively; both orally and in writing with individuals and groups.

Skill with computer software programs and applications.

Skill in creating and maintaining manual and automated files.

Skill in dealing with the public in a professional and courteous manner.

Skill in maintaining a professional image.

Skill in receiving and maintaining confidentiality of official Police Department records.

Skill and ability in the use of modern office equipment and machines.

PHYSICAL REQUIREMENTS: This classification is in an office environment requiring mostly sedentary activities for the majority of the workday. Some of the workday may be spent outdoors, at crime scenes or other locations, in any type of weather conditions. Must be able to drive to and from various locations. While performing the duties of this job, the employee is frequently required to sit and talk or listen intently. The employee is required to stand, walk, use hands to finger, handle, or operate controls, objects, or tools; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

MINIMUM REQUIREMENTS: High School Diploma or equivalent; valid AZ driver's license; preferred experience in victim assistance or advocacy.

SPECIAL REQUIREMENTS: Ability to pass an in-depth Departmental background check including a formal psychological evaluation and a certified polygraph test.