



Office of Human Resources
Victim Advocate – CA1033
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General Statement of Duties

Provides advocacy, peer support and assistance to the victims, witnesses and survivors of violent and non-violent crimes and assists with trial preparation and after the offender has either been found guilty or pled guilty to an offense and is sentenced to Probation or to the Department of Corrections.

Distinguishing Characteristics

The Victim Advocates in the City Attorney's Office (CAO) provide services for individuals involved in municipal ordinance violation cases. The CAO is involved with the Court Process; though not mandated by the state to follow the Victim's Rights Act (VRA), the office is committed to following all provisions set forth in the VRA.

The Victim Advocates in the District Attorney's Office provide services for individuals involved in misdemeanors and felonies up to felony murder.

The Victim Advocates from the Denver County Court provides services after the offender has either been found guilty or pled guilty to an offense in either District or County Court and is sentenced to Probation.

The Victim Advocates assigned to the Denver Police Department provide services for individuals whose cases are in the pretrial stage of case pendency. DPD is not involved with the Court Process.

The Victim Advocate is distinguished from the Victim Specialist that acts as an agent for the Victim Assistance Unit (VAU) of the Denver Police Department to provide crisis intervention, advocacy, information and referral to victims of and witnesses to crime, and stark misfortune (traumatic, non-crime-related death).

Level of Supervision Exercised

None

Essential Duties

By position, reviews police reports, and/or trial notes and sentencing terms to better communicate with victims about their experience and to explain victim rights, provide information and answer questions about the criminal process, provide victim impact statements, review police reports, assess risk factors, and provide safety planning.

Responds to questions from victims and witnesses with legal explanations about the crimes charged, filing decisions when appropriate, and the differences between different levels of crime, the difference between civil and criminal remedy and the parameters with each. Assists eligible victims and witnesses to access Victim Compensation assistance pursuant to C.R.S. 24-4.1, Part 1. Ensures services to clients are in compliance with Colorado Victim's Rights Act, when applicable.

By position, provides restraining order information, prepares legal documents for mandatory restraining orders upon request. Explains the purpose and conditions of bond, and bond reduction hearings. Connects victims to pretrial services when necessary and explains what GPS is, how it affects the victim, and other possible pretrial options. Explains protection orders, where to file motions to amended MPO, and where and how to report any violations of protection orders. Explains Civil Protection Orders, where to obtain, and refers to community resources prior to case closure.

Continually notifies victims and their families of all critical stages as required by the Victim Rights Amendment (VRA) throughout the probation supervision and/or the criminal case, which can often be over a period of years. Maintains meticulous records of notification on cases that are often complex including murder, sexual assault, domestic violence, gang crime, elder abuse and human trafficking. Cases often include multiple victims and crime scenes, often encompass large time spans (in the case of serial perpetrators or cold case crimes).

Participates in victim meetings with attorneys, investigators, and/or detectives. Debriefs victims after meetings to ensure they understand any legal terminology, concepts, protocols that might have been discussed in the meeting. (May meet with victims and witnesses with the DA's Witness Program Investigators.) Participates with the prosecution team to discuss trial strategy including possible motive for the crime, necessary witnesses, order of witnesses and motions in line to protect the victim or witnesses' testimony or privacy.

Coordinates with victims and prosecution staff for upcoming revocation hearings, motions, and case closures. Attends revocation hearings and/or sentencing with victims and families, explains their right to appear and speak at sentencing. Assists with completing the Victim Impact Statement if necessary. Explains restitution to victims including what can legally be requested by statute. In some cases, prepares restitution information for attorney review and submission to the Court.

Provides trial support by coordinating the appearances of victims and witnesses for testimony. Works in tandem with attorneys to prepare victims and witnesses for testimony, including expert witnesses, lay witnesses, medical professionals and law enforcement.

Attends trials and hearings to offer information, mediation, emotional support for victims and witnesses. Acts a liaison between attorneys and court personnel, coordinates with the sheriffs or witness protection team for additional court security when needed.

Contacts community agencies on behalf of victims often explaining the criminal procedure to them. Coordinates with social workers, therapists, Guardians ad Litem (GAL), adult protective services, other law enforcement agencies and others as needed during the duration of a case.

Assesses threats made against victims and confers with attorneys and/or law enforcement to determine if the threats are credible and possibly rise to the level of criminal activity, make attorneys and/or law enforcement aware of continued threats to the safety of victims and witnesses, liaison with witness protection services when necessary.

Recognizes when victims need additional legal services and make appropriate referrals to outside agencies. Understands the legality of how immigration issues impact the victim and the case and are familiar with the process for acquiring a U-Visa.

Provides post-conviction details including the intricacies of the sentence such as deferred judgements, split pleas, reconsideration hearings, good time, earned time, credit for time served and other specifics the court may order. Provides legal document to ensure victim notification post-conviction, collaborates with probation, the Department of Corrections and the state hospital to provide contact information, informs victims of post-conviction modifications of sentence and appellate review as required by the VRA.

By position, explains victim compensation funds restitution options available to victims.

By position, trains volunteers and interns on courtroom procedures/decorum and advocacy skills needed to work with crime victims.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Oral Communication -Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Problem Solving -Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Knowledge & Skills

Knowledge of the criminal justice system and its procedures sufficient to be able to assist and guide victims through the investigation and judicial process.

Skill in comprehending the Colorado Crime Victim and Compensation Act to provide information to victims to ensure completion of claim and loss forms.

Skill in using community resources to make appropriate referrals by evaluating the victims' needs and particular situation.

Education Requirement

Bachelor's Degree in Human Services, Criminal Justice or related field.

Experience Requirement

Two (2) years of paid or volunteer human services experience providing casework, case management or trauma services to the victims of violent or non-violent crimes.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.
Licenses and certifications must be kept current as a condition of employment.

Working Environment

Handles emergency or crisis situations.
Pressure due to multiple calls and inquiries.
Subject to varying and unpredictable situations.
Subject to many interruptions.

Subject to traffic, roadways, and pedestrians.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Carrying: transporting an object, usually by hand, arm, or shoulder.

Climbing: ascending or descending objects usually with hands and feet.

Eye/hand/foot coordination: performing work through using two or more.

Fingering: picking, pinching, or otherwise working with fingers.

Handling: seizing, holding, grasping or otherwise working with hand(s).

Hearing: perceiving the nature of sounds by the ear.

Repetitive Motions: making frequent movements with a part of the body.

Sitting: remaining in the normal seated position.

Standing: remaining on one's feet in an upright position.

Talking: expressing or exchanging ideas by means of spoken words.

Walking: moving about on foot.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Employment Verification

Education Check

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-617

FLSA Code: N

Management Level: 10

Established Date: 9/21/2018

Established By: LS

Revised Date: 6/11/2020

Revised By: GT

Class History: GT - General Statement, Distinguishing Characteristics, and Job Duties revised.