



Office of Human Resources  
Victim Advocate – DA1202  
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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 under the District Attorney's Office.

### Distinguishing Characteristics

Positions in this class provide advocacy, peer support and assistance to the victims, witnesses and survivors of violent and non-violent crimes and assist with trial preparation. It is distinguished from the class of 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

Reviews police reports to better communicate with victims about their experience. Contacts victims to explain the criminal prosecution process including stages and procedures while explaining the meaning of legal terminology. Assesses risk factors and assists with 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.

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. 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.

Continually notifies victims and their families (on murder cases or when the victim designates a representative) of all critical stages as required by the VRA throughout the pendency of 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 and investigators. Debriefs victims after meetings to ensure they understand any legal terminology, concepts, protocols that might have been discussed in the meeting. 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.

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. Ensures compliance with the mandates of the VRA.

Attends 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 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.

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.

Ability to explain Victim Rights Amendment (VRA) covered under Colorado Revised Statutes 24-4. 1-301.

Ability to maintain rules of confidentiality.

**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**

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

Standing: remaining on one's feet in an upright position.  
Walking: moving about on foot.  
Sitting: remaining in the normal seated position.  
Carrying: transporting an object, usually by hand, arm, or shoulder.  
Climbing: ascending or descending objects usually with hands/feet.  
Handling: seizing, holding, grasping or otherwise working with hand(s).  
Fingering: picking, pinching, or otherwise working with fingers.  
Talking: expressing or exchanging ideas by means of spoken words.  
Hearing: perceiving the nature of sounds by the ear.  
Repetitive Motions: making frequent movements with a part of the body.  
Eye/hand/foot coordination: performing work through using two or more.  
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**

At-Will Position.

**Class Detail**

**Pay Grade: X-000**

**FLSA Code: N**

**Established Date: 1/1/2018**

**Established By: LS**

**Revised Date: 6/11/2020**

**Revised By: GT**

**Class History: GT - The DA's Office has updated the Knowledge & Skills section and essential job duties reflect DA responsibilities.**