



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

VICTIM WITNESS ADVOCATE
DAWSON COUNTY DISTRICT ATTORNEY
Full-Time/Hourly/Non-Exempt

JOB SUMMARY

Assists victims and witnesses of crimes through the complexities of the criminal justice system ensuring the victims of crime are apprised of the rights afforded them under the Georgia Constitution and Crime Victim's Bill of Rights. The victim witness advocate also provides administrative work in support of the prosecution of all criminal cases assigned to the District Attorney's Office.

ESSENTIAL DUTIES

- Ensure the victims of crime are informed about the progress and status of their case and they are given a voice in the criminal justice progress.
- Maintain all victim and witness contact information for all criminal cases and provide timely notification of court appearances in compliance with the Georgia Constitution and the Crime Victim's Bill of Rights.
- Acting as liaison between victims, law enforcement, the District Attorney's Office, and other agencies to ensure the victim's rights are honored.
- Accompany victims of crimes to all preliminary hearings, bond hearings, criminal arraignments, calendar calls, motions hearings, and all stages of a criminal jury or bench trial.
- Maintain an accurate list of civilian and law enforcement witnesses in all criminal cases within the District Attorney's Office.
- Generate and mail witness subpoenas for active cases and maintain contact with affected witnesses through the life cycle of each criminal case.
- Review initial incident reports to determine victim contact information.
- Coordinate crisis resources for victims of crime and make appropriate referrals.
- Interview victims of crime to determine specific needs and services.

KNOWLEDGE / SKILLS / ABILITY

KNOWLEDGE OF:

- Criminal Justice System.
- The Georgia Constitution and statutory Crime Victim's Bill of Rights.
- Microsoft Office (in particular Word and Excel), Microsoft Exchange, Microsoft Outlook.
- ICON (Clerk of Superior Court's Electronic Filing Software).
- Tracker (District Attorney's Office Electronic File Management Software).

SKILLED IN:

- Use of all modern office equipment and software (Scanners, Printers, Personal Computers)
- Typing reports and documents.
- Performing multiple, complex, tasks accurately.
- Reading, writing, and basic mathematics.

ABILITY TO:

- Communicate orally and in writing effectively and proficiently.
- Manage multiple tasks simultaneously.
- Perform consistently in a fast-paced environment.

COMPLEXITY

Must be able to interact with crime victims and witnesses in various degrees of distress and respond to particular needs. Organization, coordination, and compassionate communication are essential skills. The victim witness advocate must stay apprised of all local public and private crisis intervention resources.

CONTACTS

- Contacts are typically other District Attorney employees, including assistant district attorneys, legal administrative assistants, investigators, lay witnesses, expert witnesses, reluctant witnesses, and victims of crime.
- Frequent contact with Private attorneys, other legal professionals, court personnel, law enforcement officers, and the general public.

ADA MINIMUM REQUIREMENTS

Scope of Performance: The purpose of this position is to provide support to and advocacy for the victims of crime and provide administrative support to the trial teams of the District Attorney's Office in Superior Court, Magistrate Court, Juvenile Court, and Probate Court.

Physical Ability: This work is typically performed while sitting, standing, walking, bending, reaching or stooping. The employee is frequently required to lift light, up to 10 pounds regularly, and 20 pounds occasionally.

Environmental Factors: This work is typically performed in an office but the victim witness advocate may occasionally attend interviews at child advocacy centers, law enforcement agencies, and in victim's homes or places of business.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

Occasional supervision of undergraduate students performing internships or externships for academic credit with the District Attorney's Office.

MINIMUM QUALIFICATIONS

- A Bachelor's degree in Psychology, Sociology, Social Work, Criminology, Criminal Justice or other related field from an accredited four-year college or university.

- Sufficient experience to understand the basic principles relevant to the essential duties of the position usually associated with case management, crisis intervention or counseling, and two to four years of experience in related job duties.
- Possess a valid Georgia driver license and maintain a satisfactory Motor Vehicle Record (MVR).
- Pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: _____

Date: _____

Witness: _____