UNION COUNTY
BOARD OF COMMISSIONERS

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1106 K Avenue La Grande, OR 97850 PHONE (541)963-1001 FAX (541)963-1079 TTY 1-800-735-1232

NOTICE OF JOB OPENING

Recruitment is open to all who meet the qualifications below and will be used to fill this vacancy and others that may occur in the next six months to one year.

POSITION: Restitution Clerk/Juvenile Victim Advocate
(Limited Duration Position – 1 year grant)

DEPARTMENT: Union County District Attorney's Office **FTE:** 1.0 FTE (37.5 hrs/week)

OPENING DATE: January 17, 2019 **CLOSING DATE:** January 31, 2019

SALARY: Range 16, $3,430 – $4,439/month with benefits

DUTIES:
This position will be responsible for two main areas of work: the implementation of a new pilot program known as the Union County Restitution Project (Restitution Clerk), and providing victim services to victims of juvenile crime (Juvenile Victim Advocate).

The Restitution Clerk will help to develop and implement the program which will entail some data collection and analysis regarding restitution collection rates. The Restitution Clerk will monitor the restitution repayments made in Union County and help to facilitate a program to assist probationers to repay their victims with community service hours and/or job training. This position will entail working with community partners as well as offenders currently on parole or probation.

The Juvenile Victim Advocate will perform specialized advocacy duties to maintain and process records and forms in direct support of the victim assistance program. The Advocate will contact, aid and support victims of crime, process and verify monetary losses incurred by crime victims, educate and facilitate victims through various steps in the judicial process and maintain statistical data on program. Work is performed under the supervision of the Victim Assistance Program Director and the District Attorney who review the work for conformance to established policies and procedures as well as State and Federal laws. This position will also require report writing for compliance with awarded grants.

REQUIREMENTS:
Ability to write, monitor and administer grants; establish and maintain effective working relationships with outside agencies, other employees and the public; prepare clear and concise reports; remain calm and work successfully with individuals in stressful situations; communicate effectively both verbally and in writing; and maintain confidentiality. Some knowledge of the operations, policies, terminology and governing laws of the District Attorney's Office and Oregon laws relating to the rights of victims. High school graduate and two years of experience performing advocacy work. It is strongly preferred a person have a bachelor's degree in Sociology, majoring in Social Work and/or have experience and training in assistance and support of persons in emotional crisis; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, ability and desire to perform the above-described duties.

SEE JOB DESCRIPTION FOR ADDITIONAL REQUIREMENTS.

APPLY:

County application, cover letter, resume and references may be dropped off at the District Attorney's Office and/or mailed to:

Union County District Attorney
1104 K Avenue, Second Floor
La Grande, OR 97850

Union County Employment Applications may be found at http://union-county.org

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Union County Job Description

JOB TITLE: Restitution Clerk/Juvenile Victim Advocate

DEPARTMENT: District Attorney's Office

APPROVED BY: Administrative Officer

DATE: January 18, 2019

POSITION DESCRIPTION

This position will be responsible for two main areas of work: the implementation of a new pilot program known as the Union County Restitution Project (Restitution Clerk), and providing victim services to victims of juvenile crime (Juvenile Victim Advocate).

The Restitution Clerk will help to develop and implement the program which will entail some data collection and analysis regarding restitution collection rates. The Restitution Clerk will monitor the restitution repayments made in Union County and help to facilitate a program to assist probationers to repay their victims with community service hours and/or job training. This position will entail working with community partners as well as offenders currently on parole or probation.

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ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties do represent the essential functions needed, of persons in this classification.)

- Make initial contact, by telephone or in person, with identified clients of property crimes and explain the program and its benefits.
- Monitor hours that are worked by clients and submit accurate documentation to the county for reimbursement to victims of property crimes.

- Work with outside agencies to aid offenders in finding appropriate community service placements.
- Track and keep record of statistics for monthly reports.
- Make initial contact, by telephone or in person, with identified victims of crime. Explain services available, including an explanation of the criminal justice process, case information, referral services, crisis intervention, victim advocacy, court accompaniment services, etc., as appropriate. Employee must have ability to relate effectively to people in crisis and establish rapport with victims of crimes.
- Provide assistance to victims in obtaining restitution or compensation for expenses incurred as a result of a criminal act.
- Prepare victims for pending court hearings by informing them of procedures involved and encouraging and facilitating testimony by victims of criminal conduct.
- Provide emotional and technical aide and support to victims of crime in court proceedings.
- Establish rapport with victims in distress and keep them apprised of all upcoming court events and case adjudication.
- Advocate for victims' rights with law enforcement, prosecutors and court.
- Utilize case management system to enter all information relating to case victims in a timely manner. Ensure victim information is accurate and up-to-date at all times.
- Work with staff from county departments and divisions, victim assistance services, police, court, corrections and treatment programs.
- Maintain statistics on daily activities and prepare periodic reports.
- Respond to inquiries regarding services available and the process and procedure.
- Personal one on one outreach with victim as soon as possible, either by phone or in person.
- Advise victim of their rights and assist in completion of Crime Victims Compensation application and assistance with restitution needs and return of property.
- Greet victims and answer phone calls from victims.
- Notify victim of court matters, accompany victim to court, and provide transportation to and from court as needed.
- Facilitate and participate in the Domestic Violence Team, Sexual Assault Response Team and attend Multi Disciplinary Team meetings as needed.
- Assist victim with release agreement issues.
- Setup travel & overnight accommodations for victims as needed.
- After hours (call-out) on-site victim assistance when advocacy services are requested by law enforcement.
- Provide training to law enforcement agencies and community partners on domestic violence issues and victim services.
- Collect and analyze the amounts of restitution ordered in criminal cases in Union County.

- Create measurable outcome and performance goals for implementation of Restitution Project
- Work with community partners and agencies to facilitate opportunities for clients to engage in community service, job training or job shadowing.
- Monitor and maintain accounting for the funds available for restitution disbursement.
- Regularly meet with probation clients and monitor progress in program participation.
- Track rates with which restitution is paid within the program.
- Interact with community partners to the program by answering questions and regularly seeking feedback regarding implementation of the project.
- Create reports and data analysis on outcomes for grant reporting and measuring program's success.
- Any other duties as assigned by the Victim Assistance Program Director or District Attorney.
- (Additional duties may be added or deleted as required).

SUPERVISORY RESPONSIBILITIES

Supervision is not normally a responsibility of incumbents in this classification.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Ability to write, monitor and administer grants; establish and maintain effective working relationships with outside agencies, other employees and the public; prepare clear and concise reports; remain calm and work successfully with individuals in stressful situations; communicate effectively both verbally and in writing; and maintain confidentiality. Some knowledge of the operations, policies, terminology and governing laws of the District Attorney's Office and Oregon laws relating to the rights of victims.

EDUCATION AND EXPERIENCE

High school graduate and two years of experience performing advocacy work. It is strongly preferred a person have a bachelor's degree in sociology, majoring in Social Work and/or have experience and training in assistance and support of persons in emotional crisis; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, ability and desire to perform the above-described duties.

JOB IMPACT

Consequences of error could include exposure to litigation; public embarrassment and financial loss to the victim if duties are not carried out in a timely, accurate manner or lack of confidentiality.

TYPICAL PROBLEMS ENCOUNTERED

Problems encountered generally revolve around dealing with individuals suffering from emotional and/or physical injuries associated with victimization from criminal offenders.

JOB CONTACTS

This position works closely with law enforcement agencies, hospitals, insurance companies, peers in other communities and victims and their families.

COMMUNICATION SKILLS

Ability to communicate effectively both verbally and in writing; ability to learn and comprehend the law, applicable rules and regulations; work effectively with law enforcement, social agencies, employers and the general public. Ability to remain calm and communicate successfully with individuals in crisis and emotional situations.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts. Ability to track and report statistical data.

REASONING ABILITIES

Ability to maintain composure and work with individuals and families in crisis, establish rapport with victims, communicate court procedures and provide emotional support. Ability to exercise good judgment and common sense in the application of established policies and procedures; maintain records and prepare accurate reports.

OTHER SKILLS AND ABILITIES

The operation of standard office equipment and computer systems, including database and word processing applications.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's license; safe driving record. Must attend and successfully complete the 40-hour Oregon State Victim Assistance Academy within the first year of employment. Ability to travel to and attend out-of-town training sessions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position requires working with persons who have been victimized by criminal activity and are often distressed. Work is typically performed in an office environment or courtroom setting, however some on-site assistance may be provided at but not limited to the victims' home, hospital, domestic violence shelter or child abuse center. The position is impacted by the need to meet established and changing deadlines; repetitiveness of tasks; attention to detail/accuracy; uncontrollable work flow; and uncontrollable interruptions and distractions.

BACKGROUND INVESTIGATION

Those employed in this position are subject to a background investigation including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification. Must pass Criminal Justice Information Systems (CJIS) security clearance.