



WORKING TITLE: VICTIM SERVICES SUPERVISOR	CLASSIFICATION: OFFICE ADMINISTRATOR
DEPARTMENT: DISTRICT ATTORNEY	DIVISION: CRIMINAL – VICTIM SERVICES
PAY RANGE: NBYCM 17	FLSA CATEGORY: EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: OCTOBER 2017

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Plans, organizes, directs and reviews the office operations of the District Attorney’s Crime Victim Services Office. Assists in development and forecasting of department budget for grant management purposes. Provides administration of budget and office functions. Performs as chief legal assistant advising on clerical policies and procedures as it relates to Victim Services. Acts as a paralegal in support of the District Attorney.

SUPERVISION RECEIVED:

Works under the general supervision of the Crime Victim Services Director who assigns goals and objectives and reviews and evaluates work for effectiveness. Work is done with considerable independent judgment.

SUPERVISION EXERCISED:

Exercises full supervision over crime victim advocates and volunteer advocates, both in-office advocates and crisis response advocates. Effectively recommends on hiring and firing decisions; provides input for reviews and evaluates performance.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Supervises victim advocates and volunteers.
- Provides training and advice on legal procedures, policies, and matters involving the criminal division.
- Assists District Attorney Office Administrator in preparing the annual budget; monitors grants and budget activities.
- Performs advanced legal support duties, prepares related court documents and complies with statutory requirements.
- Responds to or provides information to subordinates on difficult and technical questions.
- Develops, implements and evaluates office procedures; develops and recommends office policies.
- Inputs and certifies payroll; maintains personnel records as related to advocate training.

- Plans, assigns, and schedules work of subordinates; organizes and prioritize workflow.
- Performs duties as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Principles, practices and procedures of the District Attorney's Office Victim Services Office, grant management, budgeting procedures, methods and practices of supervision.
- Federal, state, and local laws, codes and regulations as pertaining to the District Attorney's Office.

SKILL IN:

- Effective communication, both orally and in writing.
- Planning and prioritizing work.

ABILITY TO:

- Supervise a staff of crime victim advocates, in-office volunteers and volunteer crisis response advocates
- Communicate effectively in both oral and written form.
- Maintain effective working relationships with coworkers, administrative personnel from various agencies and the public.
- Train and evaluate employees.
- Perform complex legal assignments requiring minimal supervision.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Four years of victim services experience and three years of administrative and supervisory experience in a victim services setting. College course work is preferred, however any satisfactory combination of education and experience which ensures the ability to perform the work may substitute for the above.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Work also may involve travel to meetings. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands 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.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.