

JOB DESCRIPTION

TITLE: **ADVOCATE/LEGAL ASSISTANT
VICTIM-WITNESS ASSISTANCE SERVICES**

JOB SUMMARY: Utilize word processing and office skills to assist the Victim Advocate with correspondence and case management.

JOB DUTIES: Assist in opening cases.
Process legal documents.
Process and send various case correspondence utilizing the word processor.
Monitor computerized case status letters.
Other responsibilities dependent upon individual's skills (i.e., grant work, Court escort, outreach to victims).

**TRAINING,
EDUCATION,
EXPERIENCE:** Orientation to the Remann Hall facility and review of the Volunteer Training Manual.
Knowledge of general office practices and procedures desirable.

**PERSONAL
TRAITS:** Ability to maintain confidentiality of cases.
Accuracy in word processing.
Ability to proofread.
Public relations skills.

REQUIREMENTS: No criminal convictions.
Must pass extensive background check with the Prosecuting Attorney's office, which takes approximately one month to process.

**JOB
RELATIONSHIPS:** Supervised by the Lead Victim Advocate.
Responsible to the Volunteer Services Manager.

**TIME
COMMITMENTS:** Minimum of twice per week for six months during regular office hours (Monday-Friday 8:00 a.m. to 4:30 p.m.).

