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Job Specification

ADVOCATE, VICTIM-WITNESS PROGRAM

DEFINITION

Under direction, provides advocate services to crime victims, witnesses and their families to cope with the financial and emotional problems encountered as a result of becoming a crime victim or witness; provides assistance during court procedures; provides social service referrals; does other related duties.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

NOTE: Appointments may be made to positions requiring bilingual skills.

09006 - Bilingual in Spanish and English

SPECIAL SKILL

Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

EXAMPLES OF WORK:

Interviews crime victims and witnesses to provide information, advice and assistance.

Participates in public speaking engagements to educate the public on the purpose and existence of the program.

Reviews cases with victims and witnesses; notifies victims and witnesses of their rights and, of the status of their cases.

Provides assistance to victims and witnesses to resolve the problems associated with court appearances (i.e. lost wages, child care, transportation, etc.).

May accompany victims or witnesses to the prosecutor’s office, grand jury, or courts to provide support; assists victims or witnesses in providing statements.

Responds to questions or concerns regarding criminal justice system procedures, rules and regulations.

Establishes and maintains cooperative working relationships with those interested or involved in the work of the program.

Provides referrals for needed services, which may include counseling, social services and self-help groups.

Provides assistance to victims to prepare and deliver victim impact statements.

Provides advice to victims to file claims with the Violent Crimes Compensation Board.

http://info.csc.state.nj.us/jobspec/09006.htm 9/5/2014
Participates in the preparation of informational brochures.

Prepares reports.

Will be required to learn to utilize various types of electronic and manual information systems used by the agency, office or related units.

**REQUIREMENTS:**

**EDUCATION:**

Graduation from an accredited college or university with a Bachelor's degree.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

**EXPERIENCE:**

One (1) year of experience providing advice and referral services to individuals or groups coping with social, emotional, psychological or other problems.

**LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Knowledge of the methods used to conduct interviews.

Knowledge of the methods used to gather and analyze information.

Knowledge of the economic, social and emotional effects likely to be experienced by crime victims.

Knowledge of the problems likely to be encountered by crime victims and witnesses.

Knowledge of the types of social and community services likely to be needed by crime victims.

Ability to interpret laws, rules and regulations and apply them to specific situations.

Ability to provide advice and assistance to crime victims and witnesses.

Ability to identify the types of services needed by crime victims and witnesses, and provide referrals.

Ability to conduct interviews and gather needed information.

Ability to establish and maintain cooperative working relationships with those interested or involved in the work of the program.

Ability to prepare reports.

Ability to maintain essential records and files.

Ability to learn to utilize various types of electronic and/or manual information systems used in the agency, office or related units.

Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of the position. American Sign Language or Braille may also be considered as acceptable forms of
communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential duties of the position after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**This job specification is applicable to the following title code(s) which are different work week or work month and/or variants of the job class title:**

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<th>Class of Service</th>
<th>Work Week</th>
<th>State Class Code</th>
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<th>Salary Range</th>
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This job specification is for **local** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

7/21/2004