

Victim Advocate Job Description:

- Draft and mail letters explaining victim rights to victims of crime upon the filing of criminal charges
- Calling victims and advising them of upcoming court hearings
- Attend court hearings with victims
- Assist victims who call or show up with questions
- Schedule and attend meetings with victims and prosecutors
- Advise victims of potential plea recommendations and receive input to be forwarded to the prosecutors
- Assist victims with restitution
- Assist victims with the return of stolen property process
- Assist victims with Victim Impact Statements
- Assist in the preparation and distribution of subpoena's to all Restitution Hearings, Preliminary Hearings and Jury Trials
- Assist Victim Witness Coordinator with all other needed duties to maintain the Victim Witness Center

This position required someone who is passionate for victims and understands their needs. Experience is preferred.