



HENNEPIN COUNTY
Department of Human Resources
Hennepin County Government Center
300 South Sixth Street
Minneapolis, MN 55487

<http://hennepin.jobs>

**INVITES APPLICATIONS FOR THE POSITION OF:
Victim Advocate - Legal Services Specialist**

An Equal Opportunity Employer

SALARY: \$38,904.00 - \$66,936.00 Annually

OPENING DATE: 10/15/08

CLOSING DATE: 10/21/08 5:00 PM Central Time

JOB TYPE: Full-time

LOCATION: Downtown Minneapolis, Minnesota

DEPARTMENT: County Attorney's Office

THE POSITION

The Victim Services Division of the Hennepin County Attorney's Office provides assistance to victims of felony and juvenile misdemeanor offenses in Hennepin County.

The role of the Victim Advocate - Legal Services Specialist is to provide direct services to the victims and witnesses of crime. Services include providing system information, advocacy, support, counseling, referrals, assessments, trial preparation and conflict resolution to victims and witnesses as their case moves through the criminal justice system.

A significant portion of the caseload involves working with victim families that are in crisis as a result of their child being charged with a crime against them. The position requires an understanding of family and interpersonal dynamics, mental health issues, community resources and the ability to effectively work with and advocate for families within the criminal justice arena.

The primary duties and responsibilities for this position include:

- Review case files and interview crime victims/witnesses.
- Consult with prosecuting attorneys and provide victim information and input to ensure compliance

with policy and victims' rights.

- Prepare victims and witnesses to participate in court process and attend court hearings with victims.
- Serve as a liaison between the County Attorney's Office, victims and community members.
- Provide follow up services to victims and families including short term counseling, crisis intervention and ongoing support.
- Provide information to victims/witnesses and families regarding the legal system and victims' rights.
- Document and gather statistical data.
- Administrative duties as they relate to case management.
- Participate in team meetings.

The Ideal Candidate will have:

- A Bachelor's degree which includes or is supplemented by forty approved upper division quarter college credits in the behavioral sciences (e.g., psychology, criminal justice, sociology, education, etc.) and one year of experience performing duties related to the classification.
- Demonstrated ability to work effectively across cultural differences and to understand the problems faced by families from all cultural backgrounds and economic levels. Bilingual candidates preferred.
- Excellent organizational skills.
- Ability to establish effective working relationships with victims/witnesses, professional agencies and the public.
- Ability to promote the interests of victims with attorneys, criminal justice personnel and community resources while applying policies, rules and procedures.
- Knowledge of the dynamics of victimization and the ability to make crisis intervention assessments.
- Knowledge of the criminal justice system, counseling techniques and available systems and the ability to utilize community resources in planning referral activities.
- Ability to analyze presenting problems and to develop and carry out effective courses of action.

Invitations to interview will be based on an assessment of education and experience.

Hennepin County recognizes that diversity enriches the workplace and encourages individuals with bilingual and/or bicultural skills/experience to apply for positions for which they meet the qualifications.

If you need assistance to actively participate in the employment process, please email us at HR.Dept@co.hennepin.mn.us or call us at 612.348.2163.

Hennepin County provides equal access to employment, programs and services without regard to race, color, creed, religion, age, sex (except when sex is a Bona Fide Occupational Qualification), disability, marital status, sexual orientation, public assistance or national origin. If you believe you have been discriminated against, contact the Human Resources Department, A-400 Government Center, Minneapolis, MN 55487, 612.348.2053

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://hennepin.jobs>

OR

Hennepin County Government Center
300 South Sixth Street
Minneapolis, MN 55487

EXAM #8CAO700ra004
VICTIM ADVOCATE - LEGAL SERVICES SPECIALIST
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