



UMATILLA COUNTY POSITION DESCRIPTION

Department: *District Attorney's Office*
Position Title: *Victim Services Assistant/Cultural Specific Advocate*

Employee Name: _____

Effective Date: _____

Job Series: **Victim Assistance Program** **Salary Range:** **16**
Union Covered: **Yes** **BOLI Exempt:** **No**

Note: This position is fully funded by a grant and is dependent upon annual renewal.

GENERAL DESCRIPTION OF POSITION

This position provides legal and clerical support to the District Attorney's Office.

SUPERVISORY RELATIONSHIPS

This position is under the overall supervision of the District Attorney and the Director of the Victim Assistance Program.

PRINCIPAL DUTIES OF POSITION

All duties and functions of this position are not stated here, and related tasks assigned by management supervisors to the District Attorney need to be performed upon request. The primary location of the District Attorney's Office is in Pendleton at the Umatilla County Courthouse, with a satellite office located in Hermiston at the Stafford Hansell Government Center. The primary place of employment will be determined at the time of hire; however, subject to change between the two office locations and as needed for coverage purposes. According to county policy, work locations are the employer's prerogative, not the employee.

1. Assists the attorney(s) through the entire process of a case, numerous cases at once. (EE)
2. Generates case documents for attorney review and files them with the courts. (EE)
3. Manages case files and organizes all documents pertaining to each case to be readily available. (EE)
4. Obtains information, evidence, and reports from law enforcement agencies and other sources. (EE)
5. Attaches incoming documents, reports, and mail to the appropriate case files for attorney review. (EE)
6. Updates and maintains a record of incoming Law Enforcement Agency reports. (EE)
7. Identifies crime victims and relays information and case status to Victim Assistance Program as needed. (EE)
8. Drafts legal documents (motions, orders, affidavits, subpoenas) and submits them to the

- court, agency, and/or defense. (EE)
9. Researches databases and communicates with multiple agencies to locate witnesses. (EE)
 10. Assists in trial preparation (compile documents, prepare evidence, jury instructions, provide witness coordination and exhibit lists). (EE)
 11. Maintains case calendar and docket book with hearing and trial dates, meetings, and deadlines. (EE)
 12. Prepares dockets and updates the court phoneline recording as needed. (EE)
 13. Communicates with opposing counsel and prepares responses to complaints and discovery requests. (EE)
 14. Organizes and prepares discovery or restitution for defense or courts. (EE)
 15. Performs secretarial work, including answering a multi-line phone system, making phone calls, note taking, mail sorting, filing, copying, and data entry into multiple computer programs. (EE)
 16. Addresses in-person inquiries from the public, various law enforcement agencies, and the courts. (EE)
 17. Cross trains for a multitude of court functions. (EE)
 18. Generates reports, and/or has access to Computerized Criminal History (CCH) Documents;
 19. Coordinates with local, State, and Federal agencies. (EE)
 20. Maintains necessary spreadsheets. (EE)
 21. Maintains compliance with required training and certifications. (EE)

OTHER DUTIES OF POSITION

REQUIREMENTS FOR POSITION

- The applicant must have a High School Diploma/GED, although a college degree is preferred.
- **Bilingual (English/Spanish) is required.**
- Basic knowledge of the criminal justice system.
- Knowledge and ability to perform secretarial work.
- Ability to follow written and oral instructions.
- Excellent verbal and written communication skills.
- Self-motivated.
- Detail orientated.
- Ability to organize and prioritize work to meet deadlines.
- Ability to work as a team member as well as independently.
- Establish and maintain appropriate, professional relationships with coworkers and outside agencies.
- Ability to interact with the public in a pleasant, tactful, and courteous manner.
- Experience using a computer, the internet, and general office skills are required.
- The applicant must possess a valid driver's license and have access to a vehicle.
- Must successfully pass a background check and drug screen

PHYSICAL DEMANDS

The physical demands described here 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 job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, database, internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is moderately quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date