



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **CRIME VICTIM LIAISON**  
Grade: 10

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*The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.*

### **GENERAL DESCRIPTION**

Provides support services and information to crime victims, and their families in compliance with Code of Criminal Procedures; Insures that crime victims and/or their families are afforded the rights granted to victims as stated in the Code of Criminal Procedure. Position requires a high level of confidentiality.

### **EXAMPLES OF WORK PERFORMED**

Explain the victims' rights, as defined in the Texas Code of Criminal Procedure to qualified victims of crime

Facilitates increased knowledge and understanding of abuse victims to the criminal justice system and the community

Refers victims to other resources in the county as necessary

Provide information regarding compensation to victims of crimes, including information related to the cost that may be compensated under that act, the amount of compensation, eligibility for compensation, and procedures for application for compensation under the act

Refer victims or their families to social service agencies that may offer additional assistance

Assists with trials, including interviewing victims and witnesses, preparing witnesses for trial, accompany the victim and families to court, explain the court process and procedures, and provide counseling during the trial

May travel to and from different locations inside and outside the County of Hidalgo for the purpose of interviewing and gathering information from a victim

Responsible for protecting the rights of the victim and survivors of violent crimes

Will have daily interaction with crime victims and their families

Assist crime victims with obtaining information concerning the status of their case from law enforcement and other government agencies

Performs related work as assigned

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## **EDUCATION AND EXPERIENCE**

Graduation from an accredited four (4) year college or university with major course work in social services, criminal justice or related field

Experience in social services, criminal justice or related field

Two (2) years of related experience may be substituted for one (1) year of education

## **CERTIFICATES, LICENSES AND REGISTRATION**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

### ***THIS IS A SECURITY SENSITIVE POSITION***

Position requires gathering, decimating and storage of sensitive crime victim's documents and offense reports

### ***BACKGROUND INVESTIGATION IS REQUIRED FOR THIS POSITION***

## **KNOWLEDGE, SKILLS AND ABILITIES**

Ability to maintain full confidentiality about victims and their families

Must follow strict rules regarding the gathering, decimating, and storage sensitive crime victims' documents, reports, and other information

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations

Ability to read, write and speak both English and Spanish

Ability to write generalized report

Excellent interviewing and counseling skills

Ability to plan and organize effectively

Ability to establish and maintain effective working relationships with other county employees and officials, representatives of victim/witness advocacy and assistance groups, court personnel, attorneys and the general public

Ability to effectively present information and respond to questions from groups, supervisors and the general public

Must have some personal computer knowledge

Ability to learn new computer software

Must be familiar with MS Windows products

## **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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations