

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b> <div style="border: 1px solid red; height: 20px; width: 100px;"></div>	<b>8. Department/Agency</b> ATY GNRL CENTRAL OFFICE
<b>3. Employee Identification Number</b> <div style="border: 1px solid red; height: 20px; width: 50px;"></div>	<b>9. Bureau (Institution, Board, or Commission)</b> Solicitor General
<b>4. Civil Service Position Code Description</b> DEPARTMENTAL ANALYST-E	<b>10. Division</b> Criminal Trials and Appeals Division
<b>5. Working Title (What the agency calls the position)</b> Victim Rights Advocate	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> COX, REBEKAH A; DEPARTMENTAL MANAGER-2	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> HAGAMAN-CLARK, DANIELLE J; ATTORNEY ADMINISTRATOR-3	<b>13. Work Location (City and Address)/Hours of Work</b> 3030 W Grand Blvd ; Detroit, MI 48202 or 525 W. Ottawa, Lansing MI / 8:00 to 5:00 Monday through Friday

**14. General Summary of Function/Purpose of Position**

This position will serve as a victim advocate for the Criminal Trials and Appeals Division and will assist victims identified as part of a departmental criminal case from the pre-charging stage all the way through sentencing. Most importantly in these proceedings, the victim advocate serves as the liaison between the Attorneys assigned to their case and serves as the main contact person for the Department for the victims. Duties include answering questions and concerns that the victims may have, advising the victims as to issues arising in the case, coordinating court appearances, arranging transportation, and otherwise assisting in the investigation and prosecution of these cases in a victim-centered manner. This advocate will work on cases involving sexual assault, and sexual assault kit cases. This advocate will serve as the liaison between the DAG and the Sexual Assault Kit Initiative (SAKI) programs throughout the state. The advocate will also work cooperatively with other advocates in CTA to cover cases of other crimes, such as homicide, elder abuse, fraud, and anything else that requires advocacy support. Prior work with sexual assault victims, and crime victims, and knowledge of community-based services is beneficial.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

**Duty 1**

**General Summary:**

**Percentage: 50**

Assist victims and keep them apprised of all court proceedings following charging of the offender(s).

**Individual tasks related to the duty:**

- Contact the victim as soon as charges are authorized, and a warrant is issued. Review the steps in a criminal prosecution, and then make the written notices required by statute.
- Inform the victim of the Michigan Crime Victim Notification Network (MCVNN) and assist them in registering for automatic notification of court information.
- Contact the victim promptly after the defendant is arraigned. Advise the victim of all bond conditions and ensure that the victim is notified if and when the defendant makes bond.
- Promptly notify the victim of the date, time, and place of all court appearances, both by telephone and written notification.
- When practical, accompany the victim to the courthouse and courtroom prior to any court appearances, to make the victim comfortable with the surroundings.
- Accompany the victim to all court proceedings following the arraignment and provide support to that victim. Ensure that the victims are provided with a safe and private area, as is required by statute.
- Assist victims in the completion of victim impact statements, restitution requests, and applications to the Crime Victim Services Commission when applicable.
- Following sentencing, advise victims as to defendant's appellate rights and give the victims a brief overview of Michigan's.
- At a minimum, compliance with the Crime Victim's Rights Act, MCL 780.751 et seq., is required

**Duty 2**

**General Summary:**

**Percentage: 25**

SAKI Liaison

**Individual tasks related to the duty:**

- Serve as a liaison and resource for SAKI programs state-wide.
- Build relationships and rapport with community-based services to ensure the best experience is provided to victims.
- Collaborate with SAKI programs to create more meaningful relationships within the state for resource sharing and training opportunities.
- Plan annual conference in partnership with SAKI programs state-wide.
- Provide resources and support to individual SAKI programs when necessary or requested.

**Duty 3****General Summary:****Percentage: 20**

Provide victim advocacy during charging stage of the case and provide assistance to attorney assigned to the investigation.

**Individual tasks related to the duty:**

- Contact the victim as soon the victim is identified, and explain the steps in the criminal justice process, including investigative steps that are taken prior to the issuance of a warrant, that may be taken if charges are brought.
- Attend meetings between the victim and the assigned division attorney and assist the attorney in pre-warrant interviews.
- Serve as a contact point whom the victim can see or call during the pre-warrant investigation.
- Maintain relationships with local community and social services organizations and, when it becomes necessary, in-state and out-of-state social services organizations, and refer victims to such resources when appropriate.
- Further provide such other assistance as requested by the attorney(s) assigned to the investigation.

**Duty 4****General Summary:****Percentage: 5****Training****Individual tasks related to the duty:**

- Maintain specific and precise knowledge of the provisions and requirements of the Michigan Crime Victim's Rights Act 780.751 et seq.
- Attend training on victims' advocacy as directed by department supervisors.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

The incumbent may provide referrals to a community, mental health and/or social services organization. The incumbent is expected to be well versed in the criminal justice system, and thus will independently advise the victim of the steps in the adjudication of criminal cases. The incumbent will build individual relationships to serve as a resource and liaison between the DAG and SAKI programs. They will schedule meetings, and trainings when necessary to bring the programs together and to resource share and collaborate. SAKI programs state-wide would be affected by these decisions. They will also support victims of crime and refer them to community-based resources when applicable, victims would be impacted by these decisions.

**17. Describe the types of decisions that require the supervisor's review.**

The incumbent will not make decisions about how the case is to be investigated or prosecuted. His or her function is to assist the victim, and the assigned attorney(s) as directed. Incumbent will keep supervisors abreast of any needs the SAKI programs require before planning.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Most physical effort involves driving to various courts. The position requires sufficient mobility to work in a normal office setting and use standard office equipment. The incumbent must have sufficient vision to read printed materials and hearing and speech to communicate over the telephone.

**19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.****Additional Subordinates****20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |                            |                                    |                            |               |
|----------------------------|------------------------------------|----------------------------|---------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.  |
| <input type="checkbox"/>   | Provide formal written counseling. | <input type="checkbox"/>   | Approve work. |

N		N	
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	Train employees in the work.

**22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?**

Yes

**23. What are the essential functions of this position?**

The incumbent will, at a minimum, ensure compliance with the duties of a prosecutor under the Michigan Crime Victim's Rights Act, MCL 780.751 et seq. The position is critical to enable the assigned attorneys to concentrate on their professional legal responsibilities and efficiently perform their duties, especially in high profile cases involving hate crimes and criminal sexual assault cases.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

The position will now also assist in the Sexual Assault Kit Initiative (SAKI) program and serve as a liaison and resource to victims. The job duties related to SAKI have been added into the duties.

**25. What is the function of the work area and how does this position fit into that function?**

The function of the SAKI Advocate is to work with SAKI programs throughout the state. Building relationships and rapport to better serve victim of sexual assault whose SANE kits have been processed and a perpetrator has been identified for prosecution. This position would serve as an advocate for victims of sexual assault when requested by county SAKI programs and for SAKI prosecutions within the DAG. These victims need to be updated and kept apprised of court proceedings to keep them involved with the process and comply with the Crime Victims Rights Act. This position will also work with the AAG's to serve the victims of other crimes to allow the prosecutor to focus on successfully prosecuting cases while knowing the victims' needs are being addressed by a professional victim advocate. They would also aid in the planning trainings, meetings, and an annual conference for programs to allow them to better the individual SAKI programs and facilitate conversations to best serve victims of sexual assault state-wide. They would work with community-based advocacy programs to identify shortcomings and bridge the gap to ensure the best services and experiences available for victims of various types of crime.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**

At a minimum, a bachelor's degree in a relevant field from an accredited college or university

**EXPERIENCE:**

**Departmental Analyst 9**

No specific type or amount is required.

**Departmental Analyst 10**

One year of professional experience.

**Departmental Analyst P11**

Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

Prior experience with a prosecutor's office or otherwise within the criminal justice working with victims would be beneficial, but is not required

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The position requires good "people skills", and the ability to work with diverse populations. Knowledge of the criminal justice system, and knowledge of the locations and services provided by non-profit and government organizations would be an asset. Knowledge of the barriers to reporting and access to services faced by marginalized communities is preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must maintain a valid Michigan driver's license.

Possession of a bachelors' degree with one year of victim advocacy experience.

Must receive the PAAM Victim Advocate Basic Training certification within one year from date of hire.

Preferred is a bachelors' degree and three years of victim advocacy experience or possession of masters degree with one year of victim advocacy experience.

**NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.**

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

none

***I certify that the entries on these pages are accurate and complete.***

LALENA VANDEUSEN

11/17/2022

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

PAUL CARBINI

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date