



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

VICTIMS' ADVOCATE II

Job Number: 20001898

Job Code: 98630V240316

Job Group: 9800 - LAW

Job Established: 04/16/1987

Job Revised: 03/16/2024

Grade: 15 Salary (MIN - MID):

\$24,863-\$37,295 - Hourly

\$4,040.24-\$6,060.44 - 37.5 Hr. Monthly Salary

\$4,309.60-\$6,464.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs complex professional level work as an advocate for the rights of crime victims that are currently incarcerated; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Four years of experience in the field of criminal justice, crime victims' assistance, administration, work dealing with the public, or a related field.

Substitute EDUCATION for EXPERIENCE:

A master's degree will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Additional experience in one of the above fields will substitute for the required education on a year-for-year basis. Current or prior military experience will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

supervision of the KY Department of Corrections. Assists victims of crime who have received notifications from the VINE system by providing them with additional information and resources that pertain to a specific individual(s) that are currently incarcerated or on supervision with the Department of Corrections. Assesses and reviews statutes and policies that surround victim notification. Creates presentation to educate other professional organizations on the Victim Services Branch and the VINE platform. Advises victims and their representatives about victims' assistance programs. Provides victim assistance by communicating sentencing information to the victims and explaining release program information. . Assesses and reviews statutes and policies that surround victim notification to ensure that county jails and institutional facilities are in compliance with ensuring notifications are made in the event of an escape. Educates jail staff and institution staff on how to activate the Emergency Overrides Procedure (EOP). Provides victim assistance by communicating sentencing information to victims (e.g., PED, credits, MIN dates) and by explaining release program information (e.g., parole, Min Date, MRS, shock probation, SOPS and SOR). Networks with individuals and organizations in the provision and improvement of services and resources to crime victims. Attends and serves on committees such as Kentucky Victim Assistance Academy (KVAA) and Kentucky Association of Sexual Assault Programs (KASAP). Assists victims in registering with VINE to include offender status and VINE protective order. Coordinates with other parole board staff to confirm victim information is correct and help with answering questions regarding parole board victims' hearings. Writes speeches, press releases, and legislation. Develops materials and conducts training programs for local task forces. Researches, writes, and develops brochures and printed material. Answers the most difficult questions on the hotline and correspondence. Conducts external audit of the internal monitoring of Cabinet of Human Resources Residential Services Facilities. Develops, implements, and maintains a computer program to notify victims of the progress of cases handled by the Department of Law. Provides assistance to local prosecutors to implement the Victims' Bill of Rights. Supervises in absence of the supervisor. Writes and submits monthly progress report for the division director. Updates division publications such as newsletters, prosecutor's manual, etc. Provides staff support and assistance for the activities of Victims' Assistance Network Advisory Board.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting. Occasional statewide travel may be required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.