

Victim Advocate Tompkins County

Department: District Attorney

Classification: Competitive

Labor Grade: Confidential 64

Approved: 8/2025

By: HB, Deputy Commissioner of Personnel

MINIMUM QUALIFICATIONS: EITHER:

(a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree in Social Services, Human Sciences, Criminal Justice or related field **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in the coordination of education programs, health or human service programs, performance of social case work or counseling or direct treatment in a program serving families and children in a community or residential setting; **OR**

(b) Graduation from a regionally accredited or New York State registered two year college with an Associates degree in Social Services, Human Sciences, Criminal Justice or a related field **AND** six years of full time paid (or the equivalent part-time and/or volunteer) experience in the coordination of education programs, health or human service programs, performance of social case work or counseling or direct treatment in a program serving families and children in a community or residential setting; **OR**

(c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

Tompkins County Government centers diversity, equity, and inclusion. We are committed to the empowerment of employees and residents to dismantle systemic barriers that inhibit inclusive governance and the provision of government services to all. Guided by our values of Respect, Accountability, Integrity, Equity, and Stewardship, we strive to build a workplace and community rooted in trust, belonging, and opportunity for all.

Learn more about our [Strategic Plan](#) and [Institutionalizing Equity Report](#), which embed equity across our operations.

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position responsible for developing, coordinating, implementing and maintaining a formal program of communication with and advocacy for victims of crimes in Tompkins County by the District Attorney's Office. The goal of the Victim Advocate is to be the first line of communication with crime victims and the primary liaison between the District Attorney's Office, the Courts and victims of crime. The Victim Advocate will communicate with victims to inform them of the services available to victims and their families, including help line services, public information and referral, advocacy counseling, community education and outreach. This position involves a large amount of public contact and community liaison work. The work is performed under general direction with wide leeway allowed for the exercise of independent judgment. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (ACTIVITIES INCLUDE BUT ARE NOT LIMITED TO)

- Communicates with individuals who have been victimized or affected by crimes committed in Tompkins County in order to coordinate their participation in criminal prosecutions and inform them of important case-related details;
- Assists the assigned prosecutor in advocating for Orders of Protection for crime victims;
- Communicates with crime victims regarding the incarceration and release dates of offenders;
- Assists with documentation of restitution for crime victims;
- Creates and implements internal policies to ensure coordination of the human services and law enforcement components of the community response to all areas and levels of crime;

- Develops and maintains a database of cases filed, status of cases and victims/defendants Information;
- Acts as a liaison between various public, private and community related agencies (District Attorney, Sheriff, other victim services agencies, etc.) for victim support services;
- Prepares a variety of statistical and narrative reports as required;
- Prepares grant applications.

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of current District Attorney's Office procedures and practices;
- Good knowledge of practices and procedures of law enforcement agencies and courts in dealing with criminal prosecutions;
- Good knowledge of practices and procedures of law enforcement agencies and courts in offenders and crime victims;
- Working knowledge of federal, state and local government functions and relationships;
- Excellent communication, analytical and organization skills;
- Excellent writing skills;
- Ability to organize and effectively present materials both orally and in writing;
- Ability to understand and interpret a variety of oral and written material;
- Ability to deal effectively with the public;
- Ability to establish and maintain cooperative relations with a variety of agencies and the public;
- Ability to handle routine administrative details independently;
- Ability to respond effectively to crisis and stress situations without personal involvement;
- Ability to balance schedules, multiple tasks and meet deadlines;
- Ability to function independently;
- Good negotiation skills;
- Initiative, resourcefulness, tact and good judgement are required.
- The employee's physical condition shall be commensurate with the demands of the position.

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