

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

**Occ. Code 8123100**

**Crime Victims Advocate, Grade 18**

Brief Description of Class

Crime Victims Advocates provide victim services in a State Police region and report to a sworn State Police officer. These positions work closely with police and local victim service agencies to best meet the needs of each crime victim. These positions are in the non-competitive jurisdictional class, and are only classified at the Division of State Police.

Distinguishing Characteristics

*Crime Victims Advocate:* independently provides victim services in a State Police region; provides informational, emotional, and logistical support to victims of crimes and their families; provides guidance through the criminal justice system, referrals, and emergency assistance to crime victims.

Illustrative Duties

*Crime Victims Advocate:* works closely with police and local victim service agencies to best meet the needs of the victim; assesses specific needs for each crime victim; provides crisis intervention, short-term counseling, and follow-up support; makes home or hospital visits when necessary; assists the victim with safety planning; assists the victim in applying for and obtaining compensation; serves as a liaison with State Police, Crime Victims Board and other State, local, and private agencies on behalf of crime victims; explains victims' rights, legal options, and procedures; provides information to the victim on case status; accompanies the victim throughout the criminal justice process, including attending court and arranging transportation to court for victims; refers the victim to resources in the community, such as medical treatment, specialized counseling, emergency housing and legal services; coordinates training and acts as a resource for State Police field personnel including maintaining manuals, pamphlets, and directories to guide field personnel in proper intervention with crime victims; conducts community outreach to promote available victims' services; and represents the program at local community events.

Minimum Qualifications

### *Crime Victims Advocate*

Non-Competitive: a bachelor's degree in criminal justice, social work, social science, or counseling and two years of experience\* providing direct services to crime victims. A master's degree in a related field may substitute for one year of experience.

\* Qualifying experience: Direct service is defined as those services which immediately respond to the emotional and physical needs of crime victims, such as crisis intervention; accompaniment to hospital or court appointments; hotline counseling; providing emergency food, clothing, transportation, and shelter; and processing applications to the Office of Victim Services.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

Date: 1/2021

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