

JOB DESCRIPTION

JOB TITLE: VICTIM WITNESS COORDINATOR
REPORTS TO: LYON COUNTY ATTORNEY
DEPARTMENT: COUNTY ATTORNEY
DIVISION:

ORIGIN DATE: 1995
REVISION DATE: JUNE 2016
DEPARTMENT NO.: 04
JOB NO.: 04-10

I. JOB SUMMARY: This is a full-time non-exempt position. This position is responsible for managing, coordinating, monitoring and providing case assistance for juvenile and criminal cases within the County Attorney's Office. The Victim/Witness Coordinator will establish communications with victim/witnesses or their advocates, advise victims of their statutory rights, keep victims/witnesses informed of the status of files, provide victims/witnesses with information, locate witnesses required for effective prosecution and assist with case management.

II. PRIMARY DUTIES: The Victim/Witness Coordinator in the County Attorney's office is required to meet the public with professional courtesy representative of the County. While greeting individuals and victims who come into the office he or she is expected to assist and screen them to the extent possible on behalf of the attorneys or to channel them to the appropriate agency. An extensive number of cases pass through this office which requires stability and a large quantity of work, the Victim/Witness Coordinator must possess the ability to withstand pressure and the large work load in addition to being very versatile in a variety of situations. Creativity and compassion are mandatory.

- A. Administer programs and implements policies to keep victims/witnesses informed of the status of their case as it moves through the legal system, providing them with information and emotional support, explain basic concepts of a criminal/juvenile trial and of testifying in a criminal/juvenile trial
- B. Assist attorney staff with case analysis, preparation of witness testimony, coordination of appearances in court, and preparation of trial exhibits and visual aids, including attending mandatory meetings such as weekly attorney meetings and bi-weekly judges meetings with updates on trial status and victim/witness participation
- C. Establish initial personal line of communication with victims and advises victims of statutory rights
- D. Serve as liaison between victims and attorneys, consulting with attorneys regarding trial preparation/victim opinion. Schedule and participate in interviews with witnesses to assist attorney staff in gathering facts and evidence
- E. Develop reports and maintain documentation of witness information, including making supplemental reports of pre-trial interviews, file notes and current contact information
- F. Interpret and explains policy, regulations, statutes, and operating procedures to victims/witnesses
- G. Locate and/or establish initial personal line of communication with witnesses regarding availability, case consultation and litigation preparation
- H. Assist victims/witnesses in securing time off from employment and, where required, travel, lodging, and child care, and escorts victims to court and provides information and emotional support throughout the court process;
- I. Advise victims of the availability of support services and encourage and assist victims in contacting and commencing the utilization of those services
- J. Act as liaison to social service agencies such as, but not limited to, County Victim Services and the Women's Shelter, which result in a mutual partnership

- K. Provide victims with information to apply for restitution and to obtain return of property
- L. Advise victims of their right to apply for compensation through the Crime Victims Compensation Board and assists in completing application forms
- M. Maintain current database of information for victims including contact information
- N. Maintain and manage reports and records documenting victim services rendered
- O. Compile statistical data regarding victim contact
- P. Provide orientation to and work with student interns in the delivery of victim programs
- Q. Develop, plan and make recommendations to enhance the victim/witness program

III. INTERMITTENT DUTIES:

- A. Perform related duties as assigned by Supervisor.
- B. Attend both required and selected seminars or training programs.
- C. Perform Notary Public Duties as requested.

IV. QUALIFICATIONS: Requires a Class C Driver's License.

- A. EXPERIENCE: Expected to be performing at a competent level after 12 months on the job. Direct experience working with crime victims is desirable.
- B. EDUCATION: High school diploma, G.E.D. or equivalent required. Bachelor's Degree in Paralegal, Social Work, Criminal Justice or related field and one year of experience; or AA Degree in Paralegal, Legal Assistant, Criminal Justice; or human/social services field and three years of experience in public or private social/human services or law office position; or five years of progressive related experience in public or private social/human services or law office position beyond high school experience, desired.
- C. KNOWLEDGE: Must have ability to receive, interpret and follow verbal and written instructions. Required to read, write and speak English fluently with the ability to speak a foreign language helpful. Must have or acquire knowledge relating to civil and criminal law, must become proficient in the use of the law library. Knowledge of criminal procedure and its application to crimes and crime victims from initial prosecution through final dispositions Examples include but are not limited to the following: Knowledge of Kansas Statutes, law enforcement investigative procedures, local social service agencies and services they provide, courtroom and testimony procedures and Fundamental working knowledge of local operating systems and procedures related to victim/witness locator tools, etc.
- D. SKILLS: Operate PC-based computer software including but not limited to Microsoft Windows, Word and Excel. Must be able to type equaling or exceeding 60 w.p.m. Must be able to operate standard office equipment common to this position.

Problem Solving: Employee should possess moderate to substantial problem solving skills and have the ability to resolve problems at his/her own initiative. Should possess the ability to be tactful and adept in dealing with a wide variety of people.

Decision Making: Employee should demonstrate the ability to make decision as prescribed by the Personnel Policy manual and established office procedure.

Supervisory: Adequate supervision is available to the position. There is a requirement to provide indirect supervision to clients.

Financial/Budgetary: None.

Interpersonal: Employee should possess excellent interpersonal skills to facilitate communication between this office and other departments to establish and maintain effective working relationships with department personnel, attorneys, law enforcement personnel, experts and the general public.

Working Conditions: Little to no adverse working conditions exist in this position. May be required to work overtime periodically. May be required to work with the public in difficult/stressful situations, to work with and manage materials in a confidential manner, to organize workload to efficiently prioritize/meet multiple demands and deadlines, to work cooperatively with coworkers as a team player, to work independently on a variety of assignments, to understand and follow complex oral and written instructions, adhere to schedules and perform work assignments.

Physical Requirements: Required to frequently lift objects weighing up to 30 pounds, extending from floor to 60 inches in height. Requires sufficient visual acuity to read and write and operate office equipment. Requires sufficient hearing level to be able to communicate with the public and communicate with others directly or by telephone.

This job description has been examined for compliance with the Americans with Disabilities Act (ADA) and The Fair Labor Standards Act (FLSA).

DISCLAIMER: The above information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

EQUAL OPPORTUNITY EMPLOYER | MINORITY | FEMALES | DISABLED | VETERAN

By Signing below, I am certifying that I have read and understand the job description. I also attest that there is nothing in this Job Description that precludes me from performing any of the aforementioned duties with or without reasonable accommodation. I understand that being dishonest about the abovementioned can lead to disciplinary procedures up to and including termination.

Signature _____

Date _____

Lyon County Representative Signature _____