

## JOB DESCRIPTION

### Essex County, VA

Job Title	<b>Victim Witness Coordinator</b>
Department	Sheriff Office
Category	Part- Time
FSLA	Non-Exempt
Pay Grade	
Report to:	Major or Sheriff
Supervises:	NA

#### **JOB SUMMARY/PURPOSE**

This position performs work managing, coordinating, monitoring and providing case assist for juvenile and criminal cases within the three County Courts. The position will establish communications with victims and witnesses or their advocates, advises victims of their statutory rights, keeps victims and witnesses informed of the status of files and cases, provides victims and witnesses with information about the court process and assist with case management. The Victim Witness Coordinator is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

#### **ESSENTIAL JOB FUNCTIONS**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Administers programs and implements policies to keep victims and witnesses informed of the status of their case as it moves through the legal system and courts;
- Provides victims and witnesses with information about resources to assist them and provide emotional support throughout the process;
- Serves as liaison between victims and attorneys, consulting with attorneys regarding trial preparation/victim opinions; schedule and participate in interviews with witnesses or victims to assist attorney staff in gathering facts and evidence;
- Locates and establishes initial personal line of communications and maintains contact list with witnesses and victims regarding availability, case consultation and litigation preparation; coordinates appearances of victims and witness in court;
- Interprets and explains policy, regulations statutes, and operating procedures to victims and witnesses; advises victims of statutory rights;
- Maintains records of each case including contact information of witnesses, victims, assigned attorneys or representatives and case notes and warrants, protective orders and law enforcement records;
- Advices victims of the availability of support services and encourages and assist victims in contacting and commencing the utilization of these services
- Provides victims with information to apply for restitution and to obtain returned stolen property and use of victim compensation fund; work with various social service agencies

that can assist and domestic violence safe locations, researches new agencies or services to assist victims, etc.;

- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;
- Assists other Office staff as needed to promote a team effort to serve the public;
- Continue training; keeping current with victim witness services and court procedures to maintain certification;
- Consistent on-site and on-time attendance is essential for this position based on assigned schedule.

## **MINIMUM REQUIREMENTS TO PERFORM WORK**

### Education and Experience:

High school diploma or any equivalent combination of education, training and experience that provides the requisite knowledge, skills, and abilities for this job; and over three years of victim advocate, court or social service experience.

### Licenses or Certificates:

- Valid driver's license
- NCVA (National Crime Victim Advocate) certification within two years of employment preferred
- Criminal background check required

### Knowledge, Skills and Abilities:

- Knowledge of criminal procedures and its application to crimes and crime victims;
- Knowledge of standard office equipment, practices, and procedures;
- Knowledge of or ability to learn local social services agencies and the services they provide and ability to research new agencies and services;
- Knowledge or law enforcement investigative procedures and courtroom and testimony procedures;
- Ability to acquire working knowledge of regulations, legal requirements, and procedures of assigned office and the county policies and procedures;
- Working knowledge of database management systems for data entry procedures;
- Skill in operating a personal computer and associated office software;
- Ability to maintain detailed and accurate records and files;
- Ability to prioritize and organize work assignments to meet established deadlines to complete tasks efficiently and accurately and ability to multitask;
- Ability to maintain effective working relationships with Office personnel, attorneys, law enforcement personnel, social service agencies, victims, witnesses, and the general public;
- Ability to understand and follow oral and written instructions;
- Ability to communicate effectively using solid reading, writing, listening, and speaking skills; ability to produce documents that accurately convey information;
- Ability to deal courteously, tactfully with a wide variety of people under stressful conditions; and ability to be compassionate, patient and understanding;

- Ability to maintain motivation, composure, and self-esteem in stressful situations;
- Ability to make decisions based on established office policies and procedures;
- Maintains appropriate security and confidentiality of information created or encountered in the performance of assigned duties.

**Physical and Mental Requirements:**

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemicals	X			
Work with fumes or airborne particles	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Equipment Used – Computers, office equipment, phones,			X	

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking			X	
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing stairs		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				X
Tasting or smelling	X			
Bending, pulling, pushing (filing)		X		
Other-Driving		X		
Other-Dealing with confidential information			X	

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).*