

# Victim/Witness Coordinator



## Position Description

### Status

Full-Time, Nonexempt

### Compensation

B23

### Bargaining Unit

Assistant Prosecuting Attorney Employees' Association "ACAP"

### Reports to

Chief Prosecuting Attorney

### Supervises

Victim Rights Team

### Position Category

Coordinator

### Summary

Under the supervision of the Prosecuting Attorney, coordinates and administers the victim witness program of the office as mandated by state law. Ensures that victims are notified of their rights as required by law. Responds to inquiries regarding the program, assists victims in the determination and compensation from the State, and prepares reports and billings related to the program. Notifies victims of court proceedings pertaining to their case and through victim contact and interviews, serves as the primary liaison between victims and the prosecutors and provide procedural advice and emotional support.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ensures that informational packets are sent to victims of crime to inform the victim of the charges filed and their rights under the Crime Victims Rights Act. Provides victims with forms to complete and return if they choose to take advantage of their rights under law.
2. Informs victims, by letter or telephone, of court dates and actions taken. Ensure that statutory requirements regarding notification are fulfilled at each step during prosecution of the case. Advise victims of upcoming sentencing dates with includes providing impact statements to be completed by the victim and assist in the preparation of such statements.
3. Evaluate the safety of the victim and children involved in assault, domestic violence, or child abuse and makes necessary recommendations to Judges, Prosecuting Attorney, and Probation Officers regarding bond amount, conditions of probation, and aspects of sentencing. Refer victims to domestic assault, mental health, and other human service agencies.
4. Assists victims in completing applications for compensation to recover some of the expenses incurred as a result of the crime. Provides victims with information that may assist in filing a

- claim. Serves as liaison between the Court and insurance companies, medical institutions, employers, and various other members of the community according to State statute.
5. Serves as primary interviewer for victims of Domestic Violence upon the request of Prosecuting Attorney including explaining rights, services, and shelter alternatives.
  6. Advise the Prosecuting Attorney on problems that may exist related to victims and works with victims and Prosecuting Attorney should the victim/witness be harassed or threatened.
  7. Coordinate ongoing efforts with various law enforcement and social agencies for effective operating procedures and policies between agencies to ensure that victims are given optimal services in the community.
  8. Oversee the Crime Victim Rights Budget and submit E-Grants for the Victim Rights Budget to the State Department of Community Health. Maintain the documentation and statistical data regarding office operations and submit these reports to the State in a timely manner along with correcting and performing any budgeting amendments and requests.

## **Competencies**

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

## **Supervisory Responsibility**

This position manages the victim rights legal secretary, volunteers, and interns within the department.

## **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

**Travel**

Travel is required to access County buildings and employees.

**Required Education and Experience**

1. Bachelor's Degree in criminal justice or a human services related area.
2. Two (2) years of experience in the criminal justice system, social agency, or in a counseling capacity providing a knowledge of court procedures and crisis intervention.
3. Two (2) years of experience in report writing, time line and deadlines, high volume caseloads, and attention to detail.
4. Prefer two (2) years of experience working with individuals in a high-stress environment.

**Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_