

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: VICTIM & WITNESS COORDINATOR - ATTORNEY
CLASS CODE: 5006

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 10/3/2012
DEPARTMENT: ATTORNEY

JOB SUMMARY

Under general supervision of the County Attorney, serves as a liaison for prosecutors with victims and witnesses. Maintains contact and facilitates prosecutor interviews and trial preparation with victims and witnesses. Assesses the needs of victims and witnesses, provides appropriate information and makes appropriate referrals to community services.

ESSENTIAL FUNCTIONS

Develops and coordinates services to crime victims and witnesses from the Utah County Attorney's Office.

Serves as a liaison for prosecutors with crime victims and witnesses and assists prosecutors in communicating and meeting with victims and witnesses.

Notifies victims and witnesses of meetings, trials, court hearings, and case dispositions.

Assists prosecutors in preparing victims and witnesses to testify in court.

Informs victims and witnesses about the criminal justice process, responds to their requests for services and information, and provides referrals to appropriate community resources.

Assists victims in restitution matters including obtaining documentation of losses, working with the court and probation departments for receiving restitution payments, and ensuring the County Attorney's Office appropriately seeks and obtains restitution orders from the courts.

Maintains records of victim contact information, victim interactions and assistance provided to victims.

Writes and submits related grant applications and renewals and ensures compliance with grant requirements.

Coordinates travel arrangements for victims and witnesses attending court hearings.

Assists prosecutors in the preparation of criminal protective and no contact orders.

Coordinates the office victim and witness coordinator volunteer program through associated colleges and universities.

Makes necessary arrangements for non-English speaking, impaired and disabled victims and witnesses.

Attends, represents the office, and may present at conferences and meetings regarding victim and witness assistance or coordination.

Checks criminal history of witnesses as a BCI representative.

CLASS TITLE: VICTIM & WITNESS COORDINATOR - ATTORNEY**CLASS CODE: 5006****PAGE 2****KNOWLEDGE, SKILLS, AND ABILITIES****Knowledge of:** the criminal justice process and victims' rights.**Skill in:** word processing, data entry, spreadsheets, filing, record keeping, and record retrieval; interpersonal communication; reading, writing and basic math.**Ability to:** stay calm while working with people in crisis situations; work with minimal supervision in the development of printed materials and new programs; maintain cooperative relationships with the public and other County employees; draft legal documents.**PHYSICAL DEMANDS****Typically:** sits at a desk or table.**Regularly:** walks, stands, or stoops; works for sustained periods of time maintaining concentrated attention to detail.**Occasionally:** drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office, court room or other environmentally controlled room.

EDUCATION AND EXPERIENCE

Bachelor's degree in social or behavioral science, criminal justice, or a related field. Other combinations of education and experience deemed equivalent may also be considered. Selected applicants must pass a type test at or above the rate of 40 WPM net.

Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

- Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
- Incumbent must obtain, and thereafter maintain, certification for Utah Criminal Justice Information System access during the probationary period for new hires or the trial period for promoted County employees.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.