



Victim and Witness Coordinator - Attorney

Job Description

Department: Attorney
Position: Career Service
Grade: 506
Supervisory: No
Reports to: County Attorney

Summary

Under general supervision of the County Attorney, serves as a liaison between victims of crime and victim assistance volunteers. Also serves as a liaison between victims and deputy county attorneys or the County Attorney. Assists the Utah County Attorney's Office with victim services, including but not limited to trial preparation, counseling, financial recoupment, and victim support groups. Assesses the needs of victims and witnesses, provides appropriate information and makes appropriate referrals to community services.

Essential Functions

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

1. Develop and coordinate services to crime victims from the Utah County Attorney's Office.
2. Serve as a liaison for prosecutors with crime victims; assist prosecutors in communicating and meeting with victims in their capacity as victims and as witnesses.
3. Develop and direct a network of victim assistance volunteers, whose primary functions are to assist with victim needs.
4. Notify victims of meetings, trials, court hearings, and case dispositions.
5. Assist prosecutors in preparing victims to testify in court.
6. Inform victims about the criminal justice process, respond to their requests for services and information, and provide referrals to appropriate community resources.
7. Assist 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.
8. Maintain records of victim contact information, victim interactions and assistance provided to victims.
9. Write and submit related grant applications and renewals and ensure compliance with grant requirements.
10. Coordinate travel arrangements for victims attending court hearings.
11. Assist prosecutors in the preparation of criminal protective and no contact orders.

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Job Title: Victim and Witness Coordinator –
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FLSA: Non-Exempt

Effective Date: 2/8/2019

Public Safety: No

Worker's Compensation: Clerical

Background Level: II

Safety Sensitive: Yes

DOT: No

ML: Individual Contributor

12. Coordinate the office victim and witness coordinator volunteer program through associated colleges and universities.
13. Make necessary arrangements for non-English speaking, impaired and disabled victims and witnesses.
14. Attend and serve as a representative of the office at conferences and meetings regarding victim and witness assistance or coordination; may present at said conferences on occasion.

Knowledge, Skills, and Abilities

- Basic knowledge of the criminal justice process and victim rights
- Knowledge of, and relationships with, local community appointed and elected officials in order to garner community support for volunteer programs
- Skilled in organizing and developing volunteer efforts
- Skilled in word processing, data entry, spreadsheets, filing, record keeping, and record retrieval.
- Skilled in interpersonal communication
- Skilled in reading, writing, and basic math
- Ability to stay calm while working with people in crisis situations
- Ability to work with minimal supervision in the development of printed materials and new programs
- Ability to maintain cooperative relationships with the public and other governmental agencies

Supervisory Responsibility

This position has no direct supervisory responsibility over County employees but does direct the work of victim assistance volunteers.

Work Environment

This job operates in a professional office environment or court room. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances.

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 required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. Works for sustained periods of time maintaining concentration and attention to

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detail. The employee is required to type, file and lift supplies up to twenty (20) pounds. The employee occasionally drives a motor vehicle.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Evening and weekend work will be required.

Required Education and Experience

1. Bachelor’s degree or equivalent practical world experience.
2. Equivalent combinations of education and experience may also be considered.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
2. 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. Said trial or probationary period shall not exceed twelve (12) months.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.
4. Selected applicants must pass a typing test at or above the rate of forty (40) WPM net.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

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 of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

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

Employee _____ Date _____

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