

# Uintah County

## Job Description



<b>Title:</b>	Victim Assistance Coordinator	<b>Code:</b>	433
<b>Division:</b>	Administration	<b>Effective Date:</b>	3/07
<b>Department:</b>	Attorney	<b>Last Revised:</b>	3/07
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	17

GENERAL PURPOSE

Performs a variety of **administrative, technical and clerical** duties related to the general administration and operation of the victim assistance program.

SUPERVISION RECEIVED

Works under the general supervision of the County Attorney.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Develops, coordinates and manages the operation of the County Victim Assistance program; conducts in-service workshops in all aspects of victim assistance; upon request, develops and presents information to citizen groups and school groups regarding victim/witness program.

Responds to calls from law enforcement personnel to meet with or attend to crime victims at hospitals, crime scenes or other potentially dangerous situations.

Ensures victims are visited within required time frame; informs victims regarding available resources and serves as liaison in obtaining services, i.e., housing, health care, mental health services, etc.; coordinates with district court, Children's Justice Center, Juvenile Courts, Division of Child and Family Services, local law enforcement personnel, etc.; notifies victims of trials, court hearings and case dispositions.

Receives and reviews cases set for court appearance; extracts and records data regarding identification victims and witnesses; conducts interviews to determine level and type of services appropriate to the individual case; sets up files as needed to monitor level and success of victim/witness services; assures confidentiality of file materials; assists prosecutor with all special or difficult cases requiring high profile or specialized communication; assists in preparing victims and witnesses to testify.

Assists attorney in providing support to and advocacy for victims prior to and during court proceedings; attends court proceedings; establishes "safe environment" to promote effective communications between victims, witnesses and legal staff; assists victims in locating and receiving special services and assistance, such as medical, personal therapy, etc.; provides support materials; represents the county by participating in state-wide efforts in promoting victims rights.

Performs case analysis, research and background checks to determine the appropriate type and level of restitution due to crime victims; prepares and directs the preparation of motions for restitution and corresponding court orders; coordinates and apprise attorneys of findings and makes recommendations for restitution; provides information to crime victims seeking restitution or legal remedies; monitors disposition of criminal actions and apprise victims of status and proceedings; delivers or mails notices of court proceedings to crime victims and responds to their inquiries and concerns; provides assistance and comfort to crime victims attending court proceedings.

Assists prosecuting attorneys, courts, and victims to determine and document amount of restitution; coordinates the delivery of restitution to victims and serves as liaison with other agencies as needed; performs as liaison with various community support groups.

Coordinates special services to victims who have been threatened or present credible reasons for fearing intimidation or further victimization.

Prepares regular and periodic reports outlining current results and impact and project services and programs; makes recommendations affecting future growth of the program.

Coordinates and works with county Grant's Administrator to write and submit grant applications, renewals, etc.; prepares program reports to demonstrate success of program and compliance with grantor requirements.

Performs other related duties as assigned.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. High School Diploma or equivalent;
- AND
- B. Two (2) years of responsible experience performing above or related duties;
- OR
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Working knowledge** of the operations of the County Attorney's Office; the criminal justice system; modern office practices and procedures; legal terminology, grammar, punctuation, English, etc.; the operation of personal computer and various software applications for word processing (MS Word), spread sheets, data base management; general accounting and bookkeeping procedures and practices. **Working knowledge of** effective interviewing techniques; personnel training supervision; sociological and psychological issues, processes and procedures for working with crime victims and witnesses; various processes related to criminal document processes; the legal procedures of trials and courts; **Some knowledge of** various funding and grant sources available to the county.

**Ability to** maintain filing and record keeping system relating to confidential and sensitive materials and information; develop effective working relationships with the public, law enforcement, court officials, attorneys, special interest groups and government agencies; communicate effectively, verbally and in writing; manage financial resources of the office and accurately account for the same; operate a calculator, copy machine, Dictaphone, personal computer using standard word processing software, and other types of standard office equipment.

3. Special Qualifications:

None.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and talking. Interpersonal communication essential to successful completion of job duties. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Occasional travel required in the normal course of job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)