

# Kane County

## Job Description



<b>Job Title:</b>	Victim Services Coordinator	<b>Job Code:</b>	
<b>Division:</b>	Criminal – Victim Services, CJC	<b>Effective Date:</b>	1/1/15
<b>Department:</b>	Attorney	<b>Last Revised:</b>	1/1/15

### GENERAL PURPOSE

Provide assistance to victims and witnesses of crimes in an office, courtroom, or field setting. Respond to emergencies when requested; assess the needs of the victim and witnesses, provide information, offer assistance where appropriate, and make referrals; act as a liaison for victims between law enforcement personnel, the judicial system, and other related agencies. Assist in the coordination of child interviews at the CJC and delivery of services to victims and their families. Coordinate the activities, grants and operations of the Victim Services Program, the Kane County Children's Justice Center and Kane County PATH program. Other duties as assigned including Legal Assistant I duties.

### SUPERVISION RECEIVED

Works under the general supervision of the County Attorney and Chief Deputy County Attorney or Deputy County Attorney assigned.

### SUPERVISION EXERCISED

Volunteer Victim Advocates.

### ESSENTIAL FUNCTIONS

May perform any Legal Assistant I duties, as assigned.

Coordinate the organization, staffing, and operational activities for the Victim Services Program. Participate in the development and implementation of goals, objectives, policies, and priorities for the Victim Services Program; identify resource needs, recommend and implement policies and procedures. Coordinate, supervise and train volunteer efforts for assistance of victims and for 24-hour Crisis Response when requested by law enforcement. Respond to the scene of crimes, fires, and/or other emergencies and disasters to provide crisis intervention for victims and witnesses; conduct needs assessments, make appropriate referrals for counseling, housing, shelter, legal assistance, and other services as needed.

Apply for, maintain, and administer State and Federal grants associated with the Victim Services Program or other related programs including CJC, PATH or other programs in the County Attorney's Office.

Assist victims in obtaining protective orders, filing victim reparation forms, victim/witness statements, and other related forms. Attend appropriate court proceedings to support victims/witnesses; make necessary arrangements for victims/witnesses who are non-English speaking or have special needs; monitor court activity.

Coordinate the Children's Justice Center. Coordination includes: maintaining records and reporting statistical information to the Iron County CJC, meeting with and offering services to the parents/guardians of victims, arranging and preparing the staffing notes for Multi Disciplinary Team meetings, arranging for forensic exams when needed and transcribing interviews of victims and defendants when charges are going to be filed.

Coordinate the Program for the Transient and Homeless (PATH). Coordination includes: maintaining records on applicants, soliciting funds from community churches and organizations, verifying the identity and requested needs of the applicant, arranging for food, clothing and/or transportation for eligible applicants, paying vendors for goods and services, referring applicants to other agencies when applicable.

Administer all aspects of Victim/Witness coordination with criminal cases.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from college with a Bachelors Degree with preference given to a related field;
- AND
- B. One (1) year of experience in the legal field or in some other comparable position providing exposure to legal terminology, methods, and procedures;
- OR
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Knowledge** of domestic violence issues, judicial processes, and resources for victims; pertinent Federal, State, and local laws, codes, and regulations. General working knowledge of modern office procedures, methods, and equipment including computer equipment and applicable software programs; principles and procedures of record keeping and reporting. Safe driving principles and practices. **Some knowledge of** legal terminology and court procedures.

**Ability** to perform secretarial duties involving legal terminology and format; ability to maintain filing and record keeping system. Ability to work with the public and develop effective working relationships; ability to communicate effectively, verbally and in writing; ability to interpret and apply policies, procedures, laws, codes, and regulations; Ability to supervise and train volunteer staff.

3. Special Qualifications:

Must pass the Utah State Prosecutorial Assistant exam within 12 months of hire. Successful completion of the basic 40 hour victim advocate training (UCASA) within 6 months of employment. Must be able to type 60 words per minute.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye-hand, finger, leg and foot dexterity needed to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.

ADA ACCOMMODATIONS

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statement of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job changes. The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Kane County fully complies with THE AMERICANS WITH DISABILITIES ACT (ADA)

\*\*\*\*\*

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the employee(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)