

Job Title: Coordinator Crime Victim

Department: District Attorney’s Office, County Attorney Office
Immediate Supervisor: District Attorney, County Attorney

BRIEF DESCRIPTION OF THE JOB: Provides victim assistant for prosecuted felony crimes. Maintains records and statistical data relating to victims.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage of Time Physical Strength Code

1) Provides victim assistance by providing case status and disposition, informing victims of rights, assisting victims with filings for compensation, assisting in pre-trial conferences, accompanying victim to court, acting as liaison between victim and District Attorney’s Office and providing referrals to counselors and other agencies.	60%	L
2) Maintains victim records by entering data into various computers, generating correspondence to victims and compiling grant statistics.	20%	S
3) Provides training and networking with other agencies by training law enforcement personnel and volunteers, making presentations to various conferences, networking with other victim assistance groups and organizations and participating in various boards and coalitions.	10%	L
4) Performs other duties by arranging payment for sexual assault exams and writing and maintaining the victim assistance grant.	10%	S

Physical Strength Column: S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy

PHYSICAL DEMANDS

Overall Physical Strength Demands:

Sedentary Light Medium Heavy Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	O	In court
Sitting	C	Desk work
Walking	F	To other offices and courtroom
Lifting	R	Files, supplies, materials
Carrying	R	Supplies and materials
Pulling	N	
Pushing	N	
Using Fine Dexterity	F	Computer keyboard
Reaching	R	For files
Kneeling	R	Interviewing children
Crawling	R	Interviewing children
Twisting	O	At desk
Climbing	F	Stairs
Balancing	N	
Seeing	C	Reading, computer screen
Hearing	C	Communicating with personnel and victims
Talking	C	Communicating with personnel and victims
Using Foot Controls	N	

Machines, Tools, Equipment and Work Aids:

Computer and related software, overhead projector, telephone, fax machine, copier, typewriter, video camera, scanner, TV/VCR, answering machine, calculator

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	N	Extreme Temperatures	N	Noise and Vibration	N
Fumes and Odors	M	Wetness/Humidity	N	Darkness or Poor Lighting	N

HEALTH AND SAFETY					
Mechanical Hazards	N	Chemical Hazards	N	Electrical Hazards	N
Fire Hazards	N	Explosives	N	Communicable Diseases	M
Physical Danger or Abuse	D	Other (specify)			

PRIMARY WORK LOCATION			
Office Environment	X	Warehouse	Shop
Vehicle		Outdoors	Other:

Protective Equipment Required:

N/A

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	C	Emergency Situations	O
Frequent Change of Tasks	C	Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	C	Noisy/Distracting Environment	R

JOB REQUIREMENTS

Formal Education:

Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.

Experience:

Over three years up to and including four years experience is required.

Certifications and Other Requirements:

N/A

Supervisory:

Work requires functioning as a lead worker performing essentially the same work as supervised employees, and includes training, instructing, and scheduling work.

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Signatures - Review and Comment

I have reviewed this job description and find it to be an accurate description of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.