

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	VICTIM/WITNESS COORDINATOR
DEPARTMENT:	DISTRICT ATTORNEY
REPORTS TO:	OFFICE MANAGER

CLASS CODE: 7085
FLSA STATUS: E
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Primary responsibility is to plan, implement and administer a program of assistance to crime victims and witnesses involved in the criminal justice system; work consists of responsible administrative and first-line supervisory duties.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Plans, directs, coordinates, organizes, supervises and evaluates the operations, functions and personnel of the Victim/Witness Program.

Plans and implements short-term or annual goals, objectives, and strategies for the program to ensure efficient organization and completion of work.

Develops, communicates, and monitors policies, procedures, and standards for the program; recommends and implements improvement when necessary.

Plans, organizes, assigns, reviews, and controls work production and activities, to include procedures, allocation of resources, problem resolution, and training of employees.

Provides information, advice, feedback, or assistance to others to refine work outputs or resolve problems.

Ensures that quality standards and compliance with regulations are maintained.

Prepares and administers program budgets.

Prepares and/or assists in the preparation of grant applications, fiscal and administrative reports and program evaluations.

Recruits, selects and trains volunteers as required by the funding source.

Provides a variety of direct client services as required including counseling, transportation and assistance with physical and emotional needs.

Assists victims with eligibility and reimbursement from the Victims of Crime Program, particularly regarding denials and payment processes.

Identifies agencies and organizations likely to be a referral source or resource for victims/witnesses.

Provides victim services and criminal justice information through presentations and training to law enforcement, victim service agencies, community groups, schools and other related sources.

Promotes public awareness of services and programs available to victims/witnesses through presentation to service groups, articles, news releases and/or other methods.

Develops and disseminates pamphlets, brochures, data sheets and other media advising victims/witnesses and their families of available resources.

Develops a strong liaison with law enforcement and human service agencies for the effective handling of victims.

Advocates for victims rights in contacts with criminal justice representatives, community organizations and the general public.

Coordinates Sexual Assault Response team; chairs meetings, keeps minutes and maintains protocol..

Keeps victims/witnesses appraised of the status and disposition of criminal case.

Notifies witnesses of known cancellations or changes in scheduled court appearances.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment
Copier

Computer
Fax Machine

Calculator
Vehicle

Pager

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor=s degree from an accredited four-year college or university in criminal justice, behavioral science, social science or a related field; and,

Three years of experience monitoring and administering assistance programs, preferably in a criminal justice setting; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Advanced Advocate Training

Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Dynamics of victimization and domestic violence, child abuse survival and the stages of grieving following a homicide.

Structure and function of the California criminal justice system.

Administrative principles and practices, including goal setting and implementation.

Administration of staff and activities.

Methods and techniques of research, statistical analysis and report presentation.

Budgetary principles and practices.

Recordkeeping, report preparation, filing methods and records management techniques.

Applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Communicating clearly and effectively, both orally and in writing.

Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities:

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to write routine reports and correspondence.

Ability to speak effectively before groups and respond to questions.

Ability to define problems, collect data, establish facts and draw valid conclusions.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear.

While performing the essential functions of this job the employee is occasionally required to stand, walk, and lift and/or move up to 10 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

file: vicwitco.7085

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.