



# ADA COUNTY HUMAN RESOURCES

## RESTITUTION COORDINATOR *PROSECUTING ATTORNEY*

**HIRING WAGE:** \$20.00/hr

**STATUS:** Full-time with benefits

**CLOSING DATE:** Until Filled

**APPLICATION MATERIALS:** Apply online at [adacounty.id.gov/jobs](http://adacounty.id.gov/jobs)

### GENERAL SUMMARY

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Performs many functions of the restitution program, carries out all related duties in the absence of the Restitution Administrator; assists in implementing new restitution programs; involved in completion of yearly collection goals, when necessary acts as liaison between victims of crime and prosecuting attorneys; and performs related duties as required. The position is located in the Ada County Prosecuting Attorney's Office, Restitution Unit.

### ESSENTIAL FUNCTIONS

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- Evaluates each case filed for victims and their monetary loss;
- Assists in developing and administering improvements in the restitution program;
- Collects, evaluates, and prepares reports to the Court and others on restitution cases;
- Establishes record keeping activities on each account;
- Interviews crime victims in a respectful and sensitive manner;
- Educates all victims on the financial resources available to them i.e. restitution and victims compensation;
- Assists victims of non-violent crimes through the criminal justice system;
- Establishes inter-agency relationships, works closely with local law enforcement agencies on property disposals;
- Makes loss amounts available to probation staff, Prosecutor, Public Defender, Pre-sentence Investigator and Court in a timely manner;
- Assesses the need for contact with a victim on a case by case basis; and
- Ensures the timely return of seized property.

### JOB REQUIREMENTS

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- High school diploma or equivalent;
- A minimum typing speed of 60 WPM;
- Must have a background in the dealing with victims of crime and demonstrate competence;
- Thorough knowledge of criminal justice system;
- Thorough knowledge of modern office practices and procedures in maintaining and controlling extensive record management systems;
- Thorough knowledge of laws relating to court records and practices;
- Thorough knowledge of accounting procedures, collections and property search and seizure law;
- Thorough knowledge of restitution laws, process and procedures;
- General knowledge of English grammar, punctuation and spelling; and business math;
- Skill in communicating with culturally diverse populations;
- Skill in developing trust, confidence, and cooperation of persons;
- Skill in the peaceful resolution of conflict and the diffusion of tense situations;
- Ability to properly interpret and make decisions in accordance with laws, regulations and

- policies;
- Ability to prepare reports that present the conclusions and supporting data in a clear and concise manner;
- Ability to utilize computer skills to perform related duties, and as required, to assist maintaining computer records of restitution information;
- Ability to keep accurate records; and
- Ability to perform duties with the established time frames.

#### **OTHER REQUIREMENTS**

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- The incumbent is subject to a criminal records check and fingerprinting;
- The incumbent is expected to adhere to the Code of Ethics for the legal profession;
- The incumbent will work closely with law enforcement and court personnel.

#### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

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- Work is performed primarily in an office environment and the employee in this class is subject to inside environmental conditions;
- May be required to lift up to 20 lbs.;
- Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks.

#### **DISCLAIMER**

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To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

#### **NOTE**

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*Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Ada County employment experience.*

*\* If you need reasonable accommodation to participate in and/or complete the county's application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)*

**Ada County Human Resources | 200 W. Front Street, 2<sup>nd</sup> Floor, Boise, ID 83702**

**Office: 208-287-7123 Fax: 208-287-6999**

[adacounty.id.gov](http://adacounty.id.gov)