**Victim Witness Coordinator**

**Sheriff’s Office**  **Pay Range:** 16.74- 18.46

**FLSA Designation:** Covered **Effective Date:** 8/26/2021

**General Statement of Duties**

Provides information, support, and referrals to victims of crime; performs related work as required.

**Classification Summary**

The primary function of an employee in this class is to provide crime victims with information concerning their rights and general information on the court process and procedures, ensuring the victim is informed of all developments and decisions regarding their case. The employee also provides general support and referrals to agencies and providers to crime victims. The work is performed under supervision of the Chief Deputy, with latitude granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a public office building but include responses to crime scenes, victim’s homes, shelters or hospitals, which may include exposure to dangerous situations.

**Examples of Work (Illustrative Only)**

**Essential Duties and Responsibilities:**

* Contacts crime victim, assesses the victim’s condition and status, and provides information, general support, referrals to social and service agencies, shelter referrals, assistance with the legal system, and other assistance;
* Explains victim rights, legal procedures and processes, and terminology;
* Sets appointments with attorneys;
* Informs victims of court dates and accompanies them, as needed;
* Serves as liaison between victim and the assigned prosecuting attorney, informing victim of decisions, developments, and related information and relaying victim reactions, concerns, and wishes to the attorney;
* Answers the telephone, greets walk-in customers on assigned cases, clients and the public;
* Communicates case status and recommendations to attorneys, parole and probation officers, law enforcement officers, court personnel, and other affected individuals and agencies;
* Assists victims in applying for protective orders, compensation, and restitution;
* Assists victims of crimes in completing forms and reviews victim restitution affidavits and statements for completeness and accuracy. Follows up with letters and phone calls for additional information as needed
* Assists with property recovery;
* Works with victims in connection with Victim Impact Statements and ensures distribution to all parties;
* Research and prepare Affidavits for Motion/Order to Show Cause for non-payment of restitution;
* Assists victims in establishing safety and security measures, including but not limited to, jail release notifications, emergency telephones, safety alarms, and other measures;
* Transports victims needing shelter, medical assistance, counseling, or other assistance, and to court proceedings;
* Assists with support measures such as translation, child care, and other related measures to ensure victim attendance in court;
* Maintains accurate and up-to-date victim information files;
* Responds to crime scenes, hospitals, and other sites to meet with victims, as needed;
* Performs community and public relations, provides information to community and civic groups, and serves on advisory and task force groups;
* Performs basic bookkeeping and accounting procedures;
* Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

**Other Duties and Responsibilities**

* On call after regular work hours to respond to emergency situations;
* Performs other related duties as required.

**Knowledge, Skills and Abilities**

**Knowledge of:**

* Methods, practices, procedures, and objectives of crime victim assistance and counseling;
* Methods, practices, and objectives of crisis intervention;
* Police response and investigative methods and procedures;
* Victim assistance resources, including but not limited to, social and service agencies, shelters, counseling and support groups, financial and other aid, and related sources;
* Applicable federal/state/local and County laws, ordinances, statutes, codes, court policies, procedures, and court rulings governing victim restitution;
* Customer service methods, techniques, and objectives;
* Operation of standard office equipment, a personal computer, and job-related software;
* Court and legal procedures.

**Ability to:**

* Work and communicate cooperatively, effectively and constructively with fellow workers, the public, law enforcement officers and other County employees to provide public service of the highest quality and quantity;
* Follow written and oral instructions;
* Learn and apply County and Prosecuting Attorney Policies regarding safe work practices in dangerous, hazardous, and stressful conditions;
* Cope with stressful situations calmly, fairly, and tactfully;
* Establish communications and working relationships with crime victims, police officers, and prosecuting attorneys, including under stressful or dangerous conditions;
* Evaluate persons and situations quickly and accurately;
* Operate a motor vehicle;
* Operate audio and video equipment;
* Operate standard office equipment, including a personal computer with program applications appropriate to assigned duties;
* Effectively manage time and schedule functions by multitasking and quickly identifying and adjusting priorities as necessary to meet deadlines;
* Review reports and documents and determine if restitution information is accurate and correct;
* Comprehend and apply policies and procedures governing the determination and application of victim restitution;
* Perform basic mathematical calculations and accounting procedures;
* Perform basic bookkeeping and accounting functions.

**Acceptable Experience and Training**

* Bachelor’s degree in criminal justice or a related field preferred; and
* Two (2) years’ experience in the criminal justice field required; or
* Any equivalent combination of experience, training and collegiate education which provides the knowledge and abilities necessary to perform the work.

**Special Qualifications**

* Idaho driver’s license;
* Must successfully complete a background investigation through the National Crime Information Center (NCIC) and Prosecuting Attorney investigation.

**Essential Physical Abilities**

* Sufficient clarity of hearing and speech, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate with other employees and the public in person and by telephone;
* Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, see and assess situations and physical surroundings under stressful conditions, and prepare and evaluate a variety of written and text documents;
* Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate photographic and audio equipment, operate standard office equipment including a personal computer, and make adjustments to equipment, and operate a motor vehicle;
* Sufficient personal mobility, flexibility, and agility, with or without reasonable accommodation, which permits the employee to work in an office and field environment.

**EOE Statement**

Owyhee County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection are made without regard to race, color, religion, sex, national origin, age, disability or genetics.