



CITY OF LAUREL

POSITION DESCRIPTION

TITLE: VICTIM WITNESS COORDINATOR	FLSA STATUS: NON-EXEMPT/UNION
ACCOUNTABLE TO: CITY PROSECUTING ATTORNEY	POSITION STATUS: PART-TIME

Job Summary:

Provides services to victims and witnesses of misdemeanor crimes; coordinates necessary hearing and legal arrangements and communications with crime victims and witnesses; performs related duties as required.

Scope of Responsibility:

Position reports to the City Prosecuting Attorney.

Distinguishing Class Features:

This position establishes communication with victims/witnesses, keeps victims/witnesses informed regarding their cases, provides referrals to appropriate community resources and serves as a liaison between victims/witnesses and city attorney office personnel.

The Victim Witness Coordinator provides victims and witnesses of crimes a support system as a case moves through the justice system.

Essential Duties and Responsibilities:

(These are examples only. Any one position may not include all of the listed examples, nor do the listed examples include all functions that may be found in positions of this class.)

- Contacts victims and witnesses of crimes, explains the City's Victim/Witness Program services and procedures, as outlined in the Montana Code Annotated and related support services available.
- Answers questions and explains the legal and judicial system processes and procedures to victims and witnesses and what they may expect as the case they are involved with moves through the legal and court systems.
- Attends judicial hearings and trials with victims and witnesses to provide them with information and support during such sessions.
- Maintains continuous contact with victims and witnesses to provide them with a constant flow of information regarding their case, personal situation, and related matters.
- Provides victims and witnesses with information concerning any and all court hearings.
- Serves as liaison between the victim and the City's prosecuting attorney.
- Meets with survivors of violent or bodily injury crimes to provide them with information regarding the aftermath of the crime and the importance of obtaining counseling and support systems.

- Explains criteria and assists with filing of Orders of Protection for victims in charged cases and to those who call or visit the office.
- Attends Order for Show Cause hearings for Orders of Protection with victims and clients.
- Secures evidence as photographs and medical releases and obtains and disseminates investigative information as appropriate.
- Helps victims with the Crime Victims Compensation Unit.
- Reviews files to ensure that all witnesses have been listed and to determine investigative information required, including medical reports, state crime laboratory reports, possible blood, hair, saliva, and handwriting samples.
- Available to provide the prosecuting attorney with impressions and opinions concerning the strength of the case and the victims and witnesses, strategy and planning.
- Works to locate victims and witnesses in the event that correspondence and telephone calls fail to produce responses.
- Refers victims and witnesses to outside service providers, as necessary.
- Attends training meetings, conferences, and workshops as necessary.
- This description lists the major duties and requirements of the job and is not all-inclusive Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.
- Other duties as assigned.

Minimum Qualifications:

Education/Experience/Training:

- Graduation from a college or university with an Associate's degree in criminology, sociology, psychology, social work, or closely related field.
- Two (2) years' work experience in criminology, sociology, psychology, social work, crisis counseling, victim witness assistance or the criminal justice system.
- Any equivalent combination of experience and training totaling (4) years.

Certifications:

- Valid driver's license issued by the State of Montana.

Personal Attributes/Skills Required or Preferred:

Knowledge and understanding of:

- Legal and court policies, procedures, practices, terminology, and systems.
- Cycles and consequences of violence to victims and their families.
- Emotional and psychological needs of the victims of violence.
- Techniques of social work and interagency networks.
- Criminal justice system and related Montana state laws.
- Principles and practices of evidence collection and chain of custody of evidence.
- Basic criminal law and its application to crime victims.
- Crime victim's rights.
- Available community resources for social, medical and economic purposes.
- General office practices and procedures.
- Standard formats for legal and business correspondence, court orders and jury instructions.
- Business English, spelling, punctuation, diction and grammar; commonly used office machines and equipment, including various personal computer applications and software programs.
- Safety rules, processes and procedures.

Skill to:

- Utilize current crisis intervention models with victims.
- Deal with public in highly stressful situations.
- Work with clients and relay empathy while providing information and support.
- Maintain the confidentiality of clients.

Ability to:

- Work independently, quickly and calmly in emergencies, applying good judgement in crisis situations.
- Communicate effectively and well with others, both verbally and in writing.
- Relate well with victims of and witnesses to violence and to provide emotional support during periods of high stress.
- Work with and relate effectively to people of different cultures, races, and social economic backgrounds.
- Understand and render clear explanation of legal procedures and policies.
- Understand and execute complex oral and written instructions.
- Use Microsoft Windows based application, computer based legal research; use of the internet; and ability to set up complex databases.
- Organize and prioritize heavy workloads with critical and time sensitive deadlines.

Physical Demands & Working Conditions***Essential Physical Abilities:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

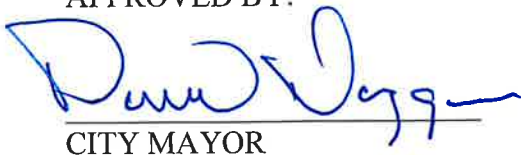
- Physically sedentary work requires the ability to sit for period of approximately two hours or longer.
- While performing the duties of this job, the employee is regularly required to stand, walk, bend, stoop, or kneel.
- Use hands to fingers to operate computer hardware, calculators, keyboard and other office equipment.
- The employee frequently is required to reach with hands and arms. The employee must occasionally lift and/or move journals and/or large binders; or files up to but not limited to 25 pounds.
- Specific vision abilities required by this job include close and far vision, the ability to adjust focus while operating computers and viewing into monitors and to review a variety of written documents in both electronic and hardcopy forms and criminal evidence of various forms.
- Clarity of speech and hearing that permits the employee to communicate well with victims and witnesses, others in the criminal justice, and court systems, law enforcement, and appropriate others.
- Personal mobility that permits the employee to serve the general public and access files and other materials in the office, to attend court and promptly assist assigned attorneys, victims, witnesses, and other personnel.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- The work environment is generally a busy office environment.
- This position is subject to many interruptions and may be required to handle multiple calls and inquiries at once.
- The work may be performed under unpleasant and sometimes stressful conditions which may involve emotionally distraught or disturbed people and/or physically violent people.
- Client attitudes towards staff can sometimes be emotional or confrontational due to circumstances of the court proceedings.
- The noise level in the work environment varies from low/moderate to sporadically loud.

APPROVED BY:

A handwritten signature in blue ink, appearing to read "Dana Vagg", is written over a horizontal line.

CITY MAYOR