



VICTIM/WITNESS PROJECT COORDINATOR

DEFINITION: To manage the Victim/Witness Assistance program, perform a variety of difficult and responsible victim advocacy, grant program management, and clerical tasks in a victim/witness office.

DISTINGUISHING CHARACTERISTICS: This is a specialized secretarial classification which oversees the Victim/Witness Assistance Program under the direction of the Project Director and Fiscal Supervisor, and is responsible for grant application, submission of quarterly reports, and compliance with all mandated grant requirements. Requires interaction with grant control personnel and fiscal personnel; supervision and training of Victim/Witness Assistant and program volunteers; responsible for establishing and continuing community, law enforcement, and victim services contacts. Incumbents provide advocacy services to witnesses and victims of crime according to guidelines set forth in the Victim/Witness Program. Incumbents also provide direct secretarial support for professional and paraprofessional legal personnel, requiring the ability to produce finished legal documents in proper legal format after receiving brief or general instructions, or rough copies. Position requires the knowledge to correctly use and spell a wide variety of legal terminology.

ESSENTIAL JOB DUTIES: Write grant application and required reports; supervision and training of Victim/Witness Assistant and program volunteers; ensure Victim/Witness Assistant is operating in compliance with grant guidelines set forth by the Governor's Office of Emergency Services. Provide support and educational services to victims of crime to enable their smooth transition through the Criminal Justice system by: filing claims for the Victim(s) of Crime Program, crisis intervention, emergency services, resource and referral counseling, property return, orientation to criminal justice system, court assistance and support, case status and disposition, notification services of friends and relatives, notification services to employer, creditor intervention, funeral arrangements, temporary child care, restitution, restraining orders, transportation of clients and transportation assistance, victim impact statement assistance; responsible for keeping accurate statistical records of all victim/witness contacts; preparing reports as required by the Office of Emergency Services and must be familiar with and comply with grant guidelines. Clerical duties include preparation of legal documents; review of legal documents for completeness; initiate and maintain victim/witness files; maintain flow of documents and schedule court appearances; calendar cases; compose papers and documents related to provision of victim/witness services for which general forms are available; assist in special projects; type and compose correspondence; set up and maintain departmental records and files; review material and correspondence and refer matters to attention of legal/management staff;

handle and maintain the confidentiality of records and files; serve as a receptionist, screening callers, providing information, answering complaints, or scheduling appointments.

EMPLOYMENT STANDARDS

Education/Experience: Three years of increasingly responsible clerical office experience and one year of experience related to the criminal justice system, procedures, and hearings, or one year experience with the Victim/Witness Program.

Knowledge of: Familiarity with the criminal justice system, ability to understand and apply effectively grant guidelines and regulations, work with fiscal supervisor, legal office operations, procedures, and hearings; public relation skills, experience in social services, clerical and secretarial experience, superior communication skills, correct grammatical usage and punctuation; receptionist and telephone techniques; general principles of legal clerical and secretarial functions; common office machines, computers, and their operation.

Ability to: Work independently in accordance with grant guidelines; keep all required records and statistics mandated; perform difficult, responsible, and complex secretarial and clerical work with speed and accuracy and within deadlines; identify, use, and correct a wide variety of legal forms, documents, and terminology; interpret and apply laws, rules, written and oral directions to specific situations requiring the use of judgment with minimal supervision; use good judgment in recognizing the scope and limit of authority delegated; follow oral and written directions; make simple mathematical calculations; work cooperatively with those contacted in the course of work. Must have ability to drive a motor vehicle; sit for prolonged periods of time, stand, twist, lift, and carry up to 25 pounds; climb and descend stairs; frequent telephone use.

Special requirements: Must be able to travel to other Inyo County communities and outside of Inyo County as needed to perform duties and provide services.