

JOB POSTING – VICTIM ASSISTANT COORDINATOR

POSITION: Victim Assistant Coordinator

STATUS: Full-Time

DEPARTMENT: JCPO

WORK SCHEDULE: 8:00-4:30 M-F

DATE WRITTEN: 3/5/2024

SALARY: \$46,774.65

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB REQUIREMENTS:

- Baccalaureate Degree in related area, or equivalent combination of education and experience.
- Specialized knowledge of social work and counseling areas related to crime victims.
- Knowledge of the County court system, related legal terminology and requirements, and the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.
- Working knowledge of Standard English grammar, spelling and punctuation, and ability to compose correspondence and prepare documents as assigned.
- Ability to maintain confidentiality of Office records and information as required.
- Ability to understand and follow oral and written instructions and work independently and with others in a team environment.
- Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions, often under deadlines.
- Ability to effectively communicate orally and in writing with co-workers, other County departments, attorneys, court personnel, state and local law enforcement agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

ESSENTIAL FUNCTIONS:

- Maintains calendar of court dates involving victims/witnesses.
- Notifies victims/witnesses by phone, mail or in person of upcoming court dates.
- Updates victim/witness files and related computer system.
- Maintains all communication with victims/witnesses.
- Assists victims/witnesses in obtaining needed services and assistance.
- Responds to telephone inquiries about cases, court, and investigation matters as appropriate.
- Attends Court proceedings and depositions with victims.