

**INGHAM COUNTY  
JOB DESCRIPTION**

**VICTIM/WITNESS ASSISTANT**

**General Summary**

Under the supervision of the Victim/Witness Coordinator, ensures implementation of victims rights as mandated by law, includes attending court hearings, trials, and witness management. Provides crisis intervention and emotional support to victims and/or witnesses regarding criminal justice.

**Essential Functions**

1. Sends informational packets to victims of crime to inform the victim of the charges filed and their rights under the Crime Victims Rights Act. Provides victims with impact statement to complete and return if they choose to take advantage of their rights under law.
2. Informs victims, by letter or telephone, of court dates and actions taken. Ensures that statutory requirements regarding notification are fulfilled at each step during prosecution of the case.
3. Advises victims of hearings and final dispositions which includes providing forms to be completed by the victim and assists with the preparation of such statements.
4. Assists victims in completing applications for compensation to recover some of the expenses incurred as a result of the crime. Provides victims with information that may assist in filing a claim.
5. Meets and/or assists victims in preparing for court and provides support by familiarizing them with the court process.
6. Attends hearings and trials with victims as requested.
7. Schedules appointments with the assistant prosecutors for victims and explains court procedures and their rights to these individuals.
8. Interviews victims and/or families of victims to discuss the case and possible plea agreements and acts as liaison between the victim and the prosecutor.
9. Provides crisis intervention and assistance to victims in obtaining Personal Protection Orders, handles threats, and shelter referrals or counseling.
10. Assists assistant prosecutors and police agencies with problem witnesses.
11. May supervise grant paid employees, interns, and volunteers, includes making work assignments and reviewing work products.

12. Coordinates travel arrangements for witnesses attending court from outside the area. Provides transportation to court as necessary.

### **Other Functions**

13. May assist in grant writing for the victim/witness unit.
14. Serves on boards and councils to provide input on victim's issues. Makes presentations to community groups, local police departments, hospitals, and other organizations on victim's rights and the County's victim/witness program.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

### **Employment Qualifications**

**Education:** High school graduation plus the equivalent of two years of college-level coursework in criminal justice or a human services related area.

**Experience:** One year of experience in a Prosecutor's office or other legal setting providing a familiarity with the judicial system. Knowledge of computer systems related to the Prosecutor's system required.

### **Other Requirements:**

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to access filing systems.
- Ability to enter and retrieve information from a computer system.
- Ability to generate various documents from a computer system.
- Ability to travel to and access all courtrooms.

### **Working Conditions:**

Works in office setting.

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Exposure to individuals charged and/or convicted of a variety of criminal offenses.  
Travels to and from courtrooms and other locations in all weather conditions.

