

**INGHAM COUNTY
JOB DESCRIPTION**

VICTIM/WITNESS COORDINATOR

General Summary

Under the general supervision of the Administrator, supervises the employees and activities of the Victim/Witness Unit of the office. Ensures that victims are notified of their rights as required by law. Ensures that necessary support and assistance is provided to the victim throughout the court process. Assists the prosecutors in case management including coordinating witnesses preparation and subpoena service. Responds to inquiries regarding the program and serves as the liaison to legislative and public forums regarding victim/witness issues.

Essential Functions

1. Supervises staff assigned to the Victim/Witness unit. Participates in the interview and selection of new employees. Trains staff, schedules, assigns and evaluates the work performance and deals with employee relation's issues in the early stages.
2. Drafts policies and procedures to improve the victim/witness unit efficiency. Attends Prosecutor's Association forums and conferences to remain abreast of victim rights legislation and makes appropriate adjustments to unit programs. Serves as a liaison to legislators involved in victim rights issues.
3. Assists victims and witnesses in preparing for court and provides support by familiarizing them with the court process. Attends hearings with victims and witnesses as requested. Makes arrangements for witnesses including doctors and nurses to be on call.
4. Interviews victims and/or family members to discuss the case and possible plea agreements and acts as liaison between the victims and the prosecutor. Review final disposition with the victim and responds to questions as necessary.
5. Assists prosecutors in managing and preparing victims and witnesses for trial including coordinating times for testimony and showing family members including the children the courtroom in advance of testifying. Advises prosecutors on potential problems with witnesses.
6. Handles subpoena service including sorting, delivering and tracking to ensure the prosecutors are appraised of the status of witness appearances and required postponements. Identifies related issues that may require further investigation.

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7. Provides crisis intervention and assistance to victims. Refers victims to domestic assault, mental health, and other human service provider agencies. Assists with completing required paperwork, forms and claims to recover expenses.
8. Serves on local boards and councils to provide input on victim's issues. Makes presentations to community groups, local police agencies, hospitals and other organizations on victim's rights and the Victim/Witness program.
9. Implements the Victim's Rights act when new cases are authorized and carries a required portion of the felony caseload.
10. Makes travel and lodging arrangements for victims and witnesses.
11. Assists victims in obtaining personal property from police agencies.
12. Prepares reports, statistical information and other activity reports as required. Prepares reports to the State for reimbursement to the County for program expenses. Initiates and prepares grant requests to supplement unit funding.

Other Functions

13. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications

Education: Two years of college level coursework in criminal justice or human services related area.

Experience: Two years of experience in the criminal justice or legal system providing familiarity with court procedures. Additional related experience in the criminal justice system may be substituted for some of the required education.

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.

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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 computer systems.

Ability to access all areas of the office and the courts.

Ability to lift and carry files and folders.

Working Conditions:

Works in an office setting.

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.

