

## **Florence County Job Description**

**Position Title:** Victim Witness Coordinator

**Department:** District Attorney's Office

### **Position Summary:**

The Crime Victim/Witness Coordinator is a specialized position responsible for the organization, administration, implementation of the victim/witness program for the County; providing for the needs, and protecting the rights of victims and witnesses per Chapter 950 of the Wisconsin State Statutes. The Crime Victim Witness Coordinator reports directly to the Florence County District Attorney.

Victim/witness programs exist to ensure that the victims and witnesses of crime are treated with dignity, respect, courtesy, and sensitivity and that their rights are honored and protected.

### **Essential Functions:**

- Responsible to administer the Florence County's Crime Victim/Witness Program.
- Prepares budget of Florence County's Crime Victim Witness Program and monitors expenditures and reimbursements for program.
- Prepares six month reimbursement reports to the Department of Justice which determines the reimbursement amount for the program.
- Attends regional meetings with the Department of Justice Office of Crime Victim Services.
- Attends annual training conference for victim/witness professionals.
- Provides advocacy and liaison services to crime victims and witnesses including orientation as their rights and resources, court procedures, location of court proceedings and availability of protective services. Maintains contact with victims/witnesses to keep them informed regarding case status, if requested.
- Communicates with the District Attorney on victim issues, rights and program management.
- Advises victims of the Crime Victim Compensation Program administered by the Department of Justice and assists in filing claims.
- Assists in collection of restitution information and in providing that information to the District Attorney, the Court and/or the Department of Corrections.
- Provides court escort for victims and witnesses, as requested.
- Provides safe waiting facilities for victims and witnesses prior to and during court proceedings.
- Provides victim and witness support during investigatory state as needed, including accompanying police as necessary.
- Assists in timely return of property held as evidence to victims of crimes.
- Advises victims of the procedure to be informed when a defendant is released from prison.
- Works with and provides victim information to the Department of Corrections Office of Victim Services and Programs; the Department of Justice Office of Crime Victim Services; the Department of Justice Crime Victim Compensation Program; the Wisconsin Victim/Witness Professionals organization and other organizations as appropriate.
- Input victim information and contacts into PROTECT.
- Arrange transportation, hotel and meals for victims and witnesses for court hearings.
- Represent Victim/Witness at county child death review team meetings.
- Such other duties as consistent with State and County guidelines and mandated by state law for county victim/witness programs.
- Other duties as assigned.

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### **Supervisory Requirements:**

- N/A

### **Education:**

- High School degree or GED.

### **Knowledge, Skills and Abilities:**

Any equivalent combination of training and experience, which provide the following knowledge, skills and abilities:

- Ability to work and make independent decisions on a daily basis.
- Knowledge of the criminal justice system and courtroom procedures, and legal terminology.
- Ability to relate to individuals from various socio-economic backgrounds.
- Ability to plan, organize and prioritize work tasks and maintain appropriate records and documents.
- Ability to prepare, comprehend, and interpret a variety of legal documents and reports.
- Ability to maintain financial records and prepare reports for such records.
- Ability to communicate effectively, both orally and in writing.
- Ability to work with confidential records and keep confidentiality.
- Strong computer skills.
- Ability to deal with high stress situations in working with victims and witnesses and exercise judgment in confidential matters.
- Significant communication skills required to communicate with attorneys, professionals and the public about victim services.
- Must understand victim's rights statutes and notification requirements according to Wisconsin Statute Chapter 950 and Administrative Rules JUS 12.
- Ability to travel to in-state trainings as required.
- Must possess a valid Wisconsin driver's license and have access to reliable personal transportation with adequate auto insurance to meet minimum County requirements or other reliable means for local and state wide travel.

### **Physical Requirements:**

- Frequently required to stand, walk, sit, use hands and fingers to handle or feel, reach with hands and arms, talk or hear. Occasionally required to stoop, kneel, or crouch.
- Regularly lift and or move up to 15 pounds and occasionally lift or move up to 25 pounds.
- Vision requirements include close, distant, color, peripheral, depth and ability to adjust focus.

### **Residency Requirement:**

- Must live within the State of Wisconsin or will move to the State of Wisconsin within one year.

### **Work Environment:**

- Office environment. Minimal noise level.
- Regularly exposed to outside weather conditions.

### **Employee Acknowledgement:**

### Florence County Job Description

I acknowledge that I have received a copy of the Victim Witness Coordinator job description and understand that it is my responsibility to read and understand it. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. If I have any questions about this job description or my job duties, I understand that I should ask my supervisor or department manager.

Florence County is an Equal Opportunity Employer. Florence County does not discriminate on the basis of any Wisconsin or Federal protected classification. In compliance with the ADA, Florence County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss accommodations with their employer and/or supervisor.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name