

DELTA COUNTY

JOB POSTING

POSTING: Delta County is seeking qualified applicants for the position of **VICTIM WITNESS COORDINATOR- PROSECUTOR'S OFFICE.**

DUTIES: See attached job description

QUALIFICATIONS: Must have a two-year associate degree in criminal justice or paralegal or closely related field or have 5 to 8 years experience in criminal justice or a closely related field with advanced secretarial and computer skills.

HOURS: Forty Hours (40) per week. Partially grant funded.

PHYSICAL: Must be able to pass physical.

SALARY: \$17.42 hour (Grade 12)

Applications for the position of **VICTIM WITNESS COORDINATOR- PROSECUTOR'S OFFICE** will be accepted through July 1, 2022 by 3:30 p.m. at the Delta County Administration Office, 310 Ludington St, Escanaba, MI 49829.

DELTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the County's policy not to discriminate
against qualified handicapped individuals.

Job Description

Position Title: Victim Witness Coordinator - Prosecutor's Office

Level: 12 40 hour work week (Partially Grant Funded)

General Summary: Serves as coordinator of the Crime Victim Rights Act. Notifies victims of felony, serious misdemeanor, and juvenile crimes of case progress, coordinates their attendance and comments as to case disposition and assists with matters of restitution. Assists in coordinating office functions and is thoroughly experienced in the processes of the Prosecuting Attorney operation and administration. Monitors office policy and makes recommendations to the Prosecuting Attorney on the efficient operation of the office as relates to victim rights. Trains and supervises victim outreach coordinator as required. Supervision is generally received from the Prosecuting Attorney.

Qualifications/Requirements: Must have a two-year associate degree in criminal justice or paralegal or closely related field or have 5 to 8 years experience in criminal justice or a closely related field with advanced secretarial and computer skills.

Typical Duties: Principal employee in charge of implementing the Crime Victim's Rights Act, which entails formally notifying victims of crimes of their rights pertaining to monitoring of court dispositions. Serves as advocate for the victim, assisting in preparation of impact statements, arranging and attending attorney conferences, coordinating support services with the local domestic violence/sexual assault program, MADD and other local services available to crime victims, arranges for restitution input by victim, assists with claims for victim compensation for personal injury cases, assists with claims for the crime victim foundation, and assists with claims for automobile theft reimbursement. Assists victims with post-sentencing services such as notification to the Department of Corrections/County Jail of victim interests and/or status of convicted criminals. Acts as a liaison between local law enforcement agencies, the courts and the Department of Corrections and victims and assists in the coordination of services/requirements mandated on law enforcement agencies pertaining to the Crime Victim's Rights Act. Coordinates testing for HIV/STD/Hepatitis B of

defendants/juveniles charged and/or convicted of criminal sexual conduct crimes and the local health department, the Department of Corrections, and the Courts and makes referrals to victims of these crimes for release of results and/or counseling. Keeps continuing service records of Crime Victim's Rights Act services, correspondence and service rendered. Collects, analyzes and organizes data for quarterly reports to ensure that the county receives reimbursement from the State of Michigan for compliance with the Victim's Rights Act. Completes applications for grants, monitors the grant compliance and files the necessary reports for grants associated with victim rights. Assists witnesses and monitors deadlines in victim crime cases. Coordinates the testimony of expert witnesses in victim crimes. Assists prosecutors in victim interviews. Assists prosecutors in preparing victim for various court dates and testifying in court. Logs and maintains felony victim files including pleadings, orders, and correspondence. Coordinates out of state witness testimony and if necessary arranges for transportation and appearance of prisoners in court. Acts as handler for canine advocate as necessary.

Maintains a file of Personal Protection Orders; prepares show cause petitions and arranges hearings in Circuit Court when there has been a violation of a Personal Protection Order.

Participates in community outreach and awareness regarding victim rights issues.

Works in extremely busy and stressful office atmosphere. Work is always backed up. Irrate clients can be unpleasant, several minor incidents of violence have occurred. Must be a Notary Public. Often up against deadlines. On call for emergency situations.

Personnel approved 5/16/18

Board approved 6/5/18