



## **JOB DESCRIPTION - VICTIM ASSISTANCE COORDINATOR**

**Department – District Attorney**

**FLSA: Non-Exempt**

**Type: Full Time Regular**

### **POSITION SUMMARY**

This position reports to the District Attorney. The Victim Assistance Coordinator provides victim assistance for prosecuted crimes. Maintains records and statistical data relating to victims.

### **ESSENTIAL RESPONSIBILITIES**

- Responsible for initial contact with victims after charges have been filed with the District Attorney's Office.
- Serve as liaison between victims and prosecutors.
- Assist victims with case status, Crime Victims' Compensation, Applications for Protective Orders, and Victim Impact Statements.
- Explain and answer questions about the criminal justice system.
- Accompany victims to court and to meetings with prosecutors.
- Provide referrals to social service agencies in the community.
- Maintains community relationships.
- Instruct victims and witnesses on courtroom procedures.
- Prepare notification letters and update case information as necessary.
- Prepare monthly statistical reports and quarterly reports per grant requirements.
- Handle routine inquiries by phone or in person.

### **ADDITIONAL RESPONSIBILITIES**

Any other duties as assigned or required within the scope of the department.

### **WORKING CONDITIONS**

This position is inside the county offices in a normal office environment. It has frequent contact with the public and other county department employees. The noise level in this office varies, but is usually moderately quiet. Standard ventilation and lighting conditions.

### **MINIMUM REQUIREMENTS / QUALIFICATIONS**

- An Associate's Degree in Criminal Justice, Social Work, Psychology, Sociology, or other social science, is preferred.
- Minimum of two years work experience in lieu of educational requirements.
- Bilingual (Spanish/English speaking) preferred, but not required.
- Ability to communicate effectively in writing to produce clear correspondence, concise histories, and properly documented records and reports.
- Ability to maintain effective working relationships with co-workers and the general public.
- Excellent oral communication.



## **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing the duties of this position the employee is frequently required to talk, hear, see, sit, stand, kneel, climb, feel, and use fingers to handle and arms to reach. The employee is required to be able to stand or sit for prolonged periods of time. The employee must be able to lift up to 15 pounds regularly and 40 pounds occasionally. Specific vision required by this job includes both up close and distance vision.

### **Employee Acknowledgement**

This confirms that I, \_\_\_\_\_, have received a copy of my job description with Navarro County for the position of Victim Assistance Coordinator and that I recognize that the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description. I further understand my position is a FLSA non-exempt regular full-time position.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Navarro County to recruit, hire, train and promote persons in all job categories without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, age, genetic information, pregnancy, marital status, veteran status, disability (physical or mental), medical condition or any other condition or status protected by law.