

Victim Witness Assistant

Class Code:
6017

Bargaining Unit: Non Union

DAKOTA COUNTY
Established Date: Dec 31, 2001
Revision Date: Jul 13, 2017

SALARY RANGE

\$20.13 - \$31.45 Hourly
\$42,029 - \$65,670 Annually

GENERAL DESCRIPTION:

Class Number: 60170
Grade Level: 105
FLSA Status: Non Exempt

The following is to be used for Posting purposes only

POSTING TYPE:

DEPARTMENT: County Attorney

HOURS:

HIRING RANGE: \$ /year (Grade Level)

SALARY RANGE: \$ /year

LOCATION: Hastings JDC

UNION: None

CLOSE DATE: 4:30 p.m. on

Assist and support witnesses and victims by providing explanation of the court processes, victim's rights and case dispositions. Coordinates legal support services to prosecutors for trial preparation and witness management.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent (G.E.D.) AND
 - Three years office experience, one year of which must be legal office or criminal justice experience.
- OR
- One year related specialized or technical education plus two years office experience, one year of which must be legal office or criminal justice experience.
- OR
- An equivalent combination of education and experience to total three years.

Preferred Qualifications

Previous interpersonal experience working with crime victims and witnesses.

DUTIES & RESPONSIBILITIES:

These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this classification. Regular attendance according to the position's management approved work schedule is required for all positions.

1. Prepare letters to crime victims advising them of the prosecution, their rights as victims and explaining the criminal and juvenile justice system.
2. Prepare witness lists, subpoenas and letters for court hearings, grand juries, conflict cases from other counties, and any other hearings requiring witness testimony.
3. Responding to inquiries from victims, witnesses, public, community agencies, and criminal justice system personnel; retrieve information from county prosecutor's database system, courts, corrections, other county departments or community agencies and follow-up on research done in case files to respond to the caller; and assist victims and witnesses with the completion of forms to request restitution.
4. Assist witnesses during trials or other hearings to include arranging transportation to court; complete witness certificates for fees and other reimbursements; explain courtroom procedures; provide general instructions on testifying; monitor court progress to bring witnesses to the courtroom when needed; monitor sequestration orders; consult with

prosecutors regarding daily schedule and special instructions to be relayed to witnesses; accompany witnesses to court for support if needed; and resolve witnesses' concerns

5. Complete and file forms on behalf of victims and witnesses such as Notice of Release, Requests for Police Reports, portions of Reparations Claims, Reimbursements, and Witness Fees.
6. Contact victims and witnesses by phone to advise of court dates and changes in court dates; draft letters to victims and witnesses regarding court dates when they cannot be reached by phone.
7. Screen Request for Restitution forms for sufficiency, supporting documentation, and applicability to charged offense(s), contact victims when necessary to revise or provide additional information.
8. Update office database to ensure accuracy of victim and witness information.
9. Perform other administrative tasks as assigned.
10. Attend and participate in staff meetings.

ESSENTIAL JOB FUNCTIONS: Duties 1-10 are essential functions.

KNOWLEDGE, SKILLS & ABILITIES AND WORK ENVIRONMENT:

- Knowledge of adult and juvenile justice systems.
- Knowledge of court rules, practices, and procedures.
- Knowledge of subpoenas and service of process.
- Knowledge of Data Practices Act.
- Knowledge of and ability to operate computer equipment and software to effectively complete assigned tasks.
- Ability to communicate effectively both orally and in writing.
- Ability to apply crisis intervention skills using compassion, patience and diplomacy.
- Ability to engage in independent decision-making and problem solving.
- Ability to work under pressure and handle multiple tasks simultaneously.

WORK ENVIRONMENT: Work is performed within a County office building. Lifting requirement of up to 20 pounds on an occasional basis. Equipment used may include, but is not limited to computer, printer, scanner, multi-function equipment, calculator, telephone.

SELECTION PROCESS: The examination/selection process for this classification will consist of a rating of your training and experience from the application materials submitted. The top scoring candidates will be forwarded to the hiring department for further consideration.

TO APPLY: Go to <https://www.co.dakota.mn.us/Government/Jobs>.