

## **LINN COUNTY CLASSIFICATION**

**TITLE: VICTIM/WITNESS OFFICE SPECIALIST**

**NUMBER: 617**

**PAY RANGE: 10**

**CATEGORY: MANAGEMENT/EXEMPT**

**APPROVAL ORDER**

**NUMBER: 2000-073**

**DATE: February 23, 2000**

**GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES:** Performs work in District Attorney's office to provide assistance to victims of crimes and to prosecution witnesses as required by law, Victim/Witness Assistance Program and office policy. Directs office efforts to establish and maintain contact with, and assistance to, victims/witnesses during progress of criminal proceedings. In order to perform these duties, employee must have working knowledge from training or experience, about operations of criminal justice system from role of police agencies, through prosecution and courts to correctional institutions, probation and parole.

**SUPERVISION RECEIVED:** Works under general supervision of the Program Director and the District Attorney. Also subject to supervision of attorney assigned to particular case in which a victim or witness is involved.

**SUPERVISION EXERCISED:** Supervision of employees is not a normal responsibility of positions in this classification, but an incumbent may advise other staff personnel in administering victim/witness program procedures to insure effectiveness and compliance with program requirements.

**ESSENTIAL FUNCTIONS:** A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Prepare and cause to be distributed form letter and enclosures with regard to victims/witnesses rights and to obtain information about injury or financial loss suffered, and other concerns of victims.
2. Provide information to victims/witnesses about progress of criminal case proceedings and to assist victim/witness, including pre-trial, trial, sentencing and parole proceedings.
3. Maintain record of contacts initiated and received, distribute information received to case file or assigned attorney.
4. Develop and maintain effective, harmonious and reasonable work relationships with others.
5. Maintain regular and predictable work attendance.

### **OTHER FUNCTIONS:**

6. Other duties as assigned.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Advanced knowledge of the criminal justice system and office procedure and practices; ability to use computer and software, calculator, copier, etc.; basic knowledge of court procedures and legal terminology; standard business English language skills (composition, spelling, grammar) and standard arithmetic.

Ability to communicate accurately, professionally, politely and compassionately with victims of crimes; compile accurate records and complete detailed reports; contact police, courts, attorneys and public to obtain information and direct victims to service organizations. Ability to keep information confidential.

**EXPERIENCE, EDUCATION AND TRAINING:** Graduation from a senior high school supplemented by additional courses in legal secretarial skills plus three years prior work experience in the legal and/or social service field. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described will be considered.

**NECESSARY SPECIAL QUALIFICATIONS:** Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. No criminal convictions. Must be willing to live in Linn County and have a home telephone. Must conduct himself or herself with complete personal integrity and the highest professional ethics.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds. Must be able to work with people who are extremely upset and, at times, threatening.