

Position Description

| | |
|---|-----------------------------------|
| Position Title: Victim Witness Coordinator | Department: Victim Witness |
| Date: September, 2009 | Reports To: Commissioners |

Purpose of Position

The purpose of this position is to service all victims of crimes in Perry County by providing counseling, information, referrals, notification, transportation to any court hearing and confidentiality.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed and exclusive or all-inclusive. Other duties may be required or assigned.

- Updates information on victims from reports provided (Inquiry calls from victims, witnesses, PSP, local police departments, District Justices, County Jail and the public).
- Submission of grant materials annually.
- Submission of required reports to PA Commission on Crime and Delinquency (PCCD).
- Ongoing record keeping on all victim /witness contacts
- Advocating rights of victims and witnesses.
- Attend required training and meetings with PCCD.
- Notification of program at preliminary and pre-adjudication levels.
- Notification of guilty pleas, sentence hearings, and trails.
- Notification of adjudication hearings, disposition hearings and disposition review hearings.
- Notification of the final outcome from the sentencing hearing.
- Information and brochure on the Release Notification of a defendant serving time in a county facility.
- Information and brochure on the Release Notification of a defendant serving time in a state facility.
- Provide the necessary forms (Victim Response Form and Victim Impact Statement sent with letter) to all victims. Once completed they are submitted to the District Attorney for prior comment on sentencing recommendations.
- Supervise and manage employees of the Perry County Victim Witness Program.
- Accompaniment to juvenile and adult court proceedings.
- Act as department head for Perry County Victim Witness Program.

Minimum Training and Experience Required to Perform Essential Job Functions

College graduate or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office equipment including typewriter, calculator, photocopier, telephone, personal computer, etc.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percents

Language ability and Interpersonal Communication

- Ability to prepare a variety of documents including letters and other correspondence, purchase orders grants, and reports.
- Legal documents, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to communicate effectively with County Department heads and personnel, clients, attorneys, Judges, District Justices, and other courthouse personnel, and others verbally and in writing.

Environmental Adaptability

- **Ability to work effectively in an office environment.**

Perry County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.