

**POSITION DESCRIPTION
COUNTY OF TIPPECANOE, INDIANA**

POSITION: Victim Assistance Specialist
DEPARTMENT: Prosecuting Attorney
WORK SCHEDULE: 8:00 a.m. - 4:30 p.m., M-F
JOB CATEGORY: COMOT IV (Computer, Office Machine Operation, Technician)

DATE WRITTEN: September 1998
DATE REVISED: July 2016

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of Tippecanoe provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Victim Assistance Specialist for the Prosecuting Attorney, responsible for assisting crime victims.

DUTIES:

Maintains written, telephone, and in person communication with crime victims before, during, and after criminal proceedings, providing notices of impending court dates, providing updates on status of cases, responding to inquiries, attending court proceedings and witness conferences, and providing notification services for parole or release of offenders from prison.

Maintains various records of victim interaction and notification, and case records as required.

Researches, prepares, and assists with the organization and writing of grant proposals.

Assists victims with various legal and court procedures, such as filing protective orders, victim impact statements, no-file letters, amendments, and requests with court.

Provides information to multiple agencies including, but not limited to probation, clerk's office, court staff, and Office of Indiana Attorney General.

Maintains calendars of all Deputy Prosecuting Attorneys and Investigators to schedule victim conferences.

Assists victims in preparing and filing restitutions claims, and violent crime compensation, including assisting in compiling bills, and preparing and processing applications.

Collaborates with other agencies, such as law enforcement, YWCA, and DCS in obtaining needed services and assistance such as counseling, legal, health/mental health, financial, and rehabilitation,

making referrals to community service agencies, arranging transportation, and serving as victim advocate as needed.

Assists Deputy Prosecuting Attorneys in preparing victims for trial procedures and testimony, and attends hearings.

Periodically participates in related community activities, such as meetings of committees/coalitions/task forces, and community service fairs.

Performs duties of department clerical personnel in their absence or as needed.

Maintains current knowledge of applicable laws and procedures regarding domestic violence and other violent crimes, and victim advocacy by periodically attending conferences.

Serves on 24-hour call for emergencies.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED with two years of Criminal Justice and/or Social Work experience. Bachelor's Degree in Criminal Justice or Social Work preferred.

Working knowledge of community service agencies and ability to determine victims' needs and make appropriate referrals.

Working knowledge of and ability to make practical application of criminal justice system, department policies and procedures, Indiana criminal code and procedures, and related legal terminology.

Working knowledge of Microsoft Office applications and ability to properly operate office equipment, including computer, printer, typewriter, copier, fax machine, telephone, camera, video and audio recorders, and calculator.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare documents/reports, and type with speed and accuracy.

Ability to utilize conflict resolution skills while helping victims through criminal justice process, and respectfully work and communicate with victims in a high stress situation.

Ability to make simple arithmetic calculations, and assist in writing grant proposals.

Ability to maintain accurate case records, and provide public access to or maintain confidentiality of department information and records according to State requirements.

Ability to effectively communicate orally and in writing with co-workers, other County departments, crime victims and witnesses, law enforcement personnel, social service agencies, volunteers, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand and follow written and oral instructions, and work alone and with others in a team environment with minimum supervision.

Ability to work rapidly for long periods, work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions, often under time pressure.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to occasionally work extended and evening hours and regularly travel out of town for conferences, sometimes overnight.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

II. RESPONSIBILITY:

Incumbent applies well-established department policies and procedures to individual cases, discussing unusual situations with supervisor. Incumbent receives indirect supervision, with work primarily reviewed for soundness of judgment, attainment of objectives, and compliance with legal requirements. Errors in incumbent's work are usually prevented through procedural safeguards and are detected through supervisory review and/or notification from other departments, agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, other County departments, crime victims, law enforcement personnel, social service agencies, volunteers, Office of Indiana Attorney General, and the public for purposes of exchanging and explaining information, and providing advice, assistance and referral to crime victims and their families.

Incumbent reports directly to Prosecutor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in an office environment and in a courtroom, which may involve sitting for long periods, sitting and walking at will, hearing communication, speaking clearly, close vision,

handling/grasping/fingering objects, lifting objects weighing less than 25 pounds, and frequent exposure to disturbing case evidence, distraught and/or potentially violent/hostile individuals. Incumbent occasionally works extended, weekend and evening hours and occasionally travels out of town for conferences, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Victim Assistance Specialist for the Prosecuting Attorney describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee signature

Date

Type or print name