



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Victim/Witness Coordinator

Department: Police
Date Established: 3/2014

Reports to: Lieutenant
Date Revised: 12/2017

Pay Grade: H08
FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Victim/Witness Coordinator works with victims of assault, domestic violence crimes and crimes against persons, providing them information on their legal rights, judicial procedures, and services available to them. The job provides information to investigators and prosecutors to assist in the resolution of cases.

The job requires knowledge of legal procedures and terminology and compassionate listening skills. The job ensures the City is in compliance with Idaho statutes on victim rights.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is an office and courtroom environment. The noise level is generally moderate. Occasional travel to victim's homes or other meeting sites for necessary follow-up is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Contacts and assists victims of assault, domestic violence crimes and crimes against persons, providing them information on their legal rights, judicial procedures, court dates, and community and social services available to them. Notifies victims of court dates. Attends court hearings with victims to assist them and provide information on procedures. Assists victims with impact statements and compensation applications and procedures. Assists victims at risk with obtaining no contact orders, preparing personal safety and protection plans, and arranging for extra police protection and/or patrols, as needed.

Assists investigators and prosecutors, providing them with information to assist in the prosecution and sentencing of the defendant. Assists prosecutors in preparing victims to testify in court. Takes victim photos, as needed.

Prepares and maintains case files. Administers database of records, contacts, letters and notifications, court proceedings, and case resolutions. Ensures the City is in compliance with Idaho statutes and laws on victim rights.

Performs NCIC (National Criminal Information Center) background checks on offenders. Coordinates with probation officers to monitor offenders.

Answers questions and provides information to the public on social and community resources and safety classes available. Represents the City on task forces, study groups, and to community and social organizations.

Assists in training police officers and community volunteers with regard to victim support.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- City Police and Legal department policies and procedures in the investigation and prosecution of assault and domestic violence cases;
- State and other applicable laws and statutes on victim rights, assault, domestic violence, stalking, harassment, and related offenses;
- Court procedures and legal terminology;
- Operation of basic office equipment including a personal computer and job-related software applications;
- Federal regulations and City policies regarding safe work practices.

Skill and Ability to:

- Contact and assist victims of assault and domestic violence crimes, providing them information on their legal rights, judicial procedures, court dates, and community and social services available to them;
- Ensure the City is in compliance with Idaho statutes and laws on victim rights;
- Assist investigators and prosecutors, providing them with information to assist in the prosecution and sentencing of the defendant;
- Assist victims at risk with obtaining no contact orders, preparing personal safety and protection plans, and arrange for extra police protection and/or patrols, as needed;
- Perform NCIC (National Criminal Information Center) background checks on offenders;
- Prepare and maintain case files. Administer database of records, contacts, letters and notifications, court proceedings, and case resolutions;
- Prepare and present periodic statistical reports;
- Operate a motor vehicle;
- Operate basic office equipment including a personal computer and job-related software applications;
- Perform duties accurately and efficiently under time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Maintain a professional demeanor at all times, including in situations where persons are angry, upset, or confrontational;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED required;
- Associates degree in criminal justice, sociology, or a related field is preferred;
- Idaho state driver's license required;
- Successful completion of Police Department background check, CVSA and drug screening is required;
- One (1) to two (2) years' experience in law enforcement or victim counseling preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials, keyboard or type, reach with hands and arms, operate

job-related office equipment, and operate a motor vehicle. The employee must occasionally lift and/or move up to 25 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.