

VICTIM/WITNESS PROGRAM COORDINATOR

DEFINITION

Plans organizes, and supervises the County's Victim//Witness Program; administers State mandated guidelines for the grant; provides a broad scope of mandatory services to victims and witnesses of violent crimes.

DISTINGUISHING CHARACTERISTICS

This is a single-position class responsible for the overall coordination of the regular operations of the Victim/Witness Program within the Office of the District Attorney. Overall program direction and policies are provided by the District Attorney. The position functions as a supervisor of staff and as the coordinator of both administrative and operational aspects of the Program.

REPORTS TO

District Attorney or designee

CLASSIFICATIONS SUPERVISED

Victim/Witness Advocate I, II and Volunteer Workers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Prepares State program grant application and regular reports; prepares budget and budget justification; monitors the fiscal activity of the program including community contributions and program expenditures;
Researches, identifies, and prepares proposals and grant applications related to the Victim/Witness program;
Oversees, administers and monitors grants, ensuring proper expenditure controls
Plans, organizes, and coordinates, the Victim/Witness Program; ensures that legislative mandates are achieved
Works with the District Attorney in the development of policies and guidelines;
May oversee Victim/Witness Program personnel and evaluates training needs and plans training activities
Works with community organizations to develop resources and appropriate referral services for victims and witnesses
Maintains liaison with law enforcement agencies
Provides professional and technical consultation on program matters
Provides individual services to victims and witnesses of crimes
Assesses victim and witnesses needs and provides referrals to support agencies for further assistance
Performs a variety of Victim/Witness administration and support functions.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; may occasionally work outside; continuous contact with other staff and the public.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of grant writing and administration
Criminal Justice system and Court procedures
Law enforcement agency operations and procedures
Budgetary process
Rules and regulations governing victim/witness services and programs.
Principles of providing assistance to victims and witnesses of crimes including the dynamics of sexual assault, child abuse and domestic
Client problems requiring referral to other organizations and support services.
Crisis intervention and interviewing techniques
Community needs for victim/witness services.
Program development, monitoring, and evaluation.
Public personnel administration.
Principles of supervision, training, and staff development.
Governmental accounting system and personnel systems

Ability to:

Plan, organize, and direct the functions of the Victim/Witness Program.
Analyze case problems, evaluate the effectiveness of staff efforts, and provide consultation to staff in solving problems.
Ensure compliance with grant requirements and applicable regulations
Identify and analyze administrative problems and implement operational changes
Prepare funding proposals and narrative and statistical reports
Interview people, identify needs, and make appropriate referrals.
Analyze and interpret laws and regulations related to Victim/Witness services.
Gather, organize, analyze, and present a variety of data and information.
Prepare, clear, concise and accurate records and reports.
Communicate with others from diverse socio-economic and cultural backgrounds.
Elicit factual information from applicants and recipients in difficult circumstances of deprivation or emotional disturbance.
Develop community referral resources for the Victim/Witness Program.
Effectively represent the Victim/Witness Program in contacts with service providers, the public, community organizations, and other government agencies.
Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two years of progressively responsible work experience in dealing with victims and witnesses of crimes, or within the criminal justice system.

Advanced training in social or behavioral science, criminology, or public administration is desirable.

Special Requirements:

Possession of, or ability to obtain, an appropriate valid California Driver's License
Independent travel is required
Incumbents may be required to work outside normal business hours
Candidates for positions in this class will be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of San Benito assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding currently in effect.

San Benito County
449908/2016

Exempt

_____ Date Last Revised:

_____ Bargaining Unit: M2

_____ FLSA:

_____ EEO: 1.2

VICTIM/WITNESS PROGRAM COORDINATOR

DEFINITION

Under general direction, to plan, organize, and supervise the work of staff assigned to provide Victim/Witness services in the County District Attorney's Office; to develop community resources for Victim/Witness Program; to represent the Victim/Witness Program with community organizations and agencies; and to do related work as required.

Plans organizes, and supervises the County's Victim//Witness Program; administers State mandated guidelines for the grant; provides a broad scope of mandatory services to victims and witnesses of violent crimes.

DISTINGUISHING CHARACTERISTICS

This is a single-position class responsible for directing the day-to-day operations the overall coordination of the regular operations of the Victim/Witness Program within the Office of the District Attorney. Overall program direction and policies are provided by the District Attorney. The position functions as a supervisor of staff and as the coordinator of both administrative and operational aspects of the Program.

's primary emphasis is on staff supervision, development of community resources, and program administration. The incumbent also provides individual services to victims and witnesses.

REPORTS TO

District Attorney or designee

CLASSIFICATIONS SUPERVISED

Victim/Witness Advocate I, II and Volunteer Workers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Prepares State program grant application and regular reports; prepares budget and budget justification; monitors the fiscal activity of the program including community contributions and program expenditures;

Researches, identifies, and prepares proposals and grant applications related to the Victim/Witness program;

Oversees, administers and monitors grants, ensuring proper expenditure controls

Plans, organizes, and coordinates, and oversees the Victim/Witness Program; ensures that legislative mandates are achieved

W; works with the District Attorney in the development of policies and guidelines;

May oversee supervises Victim/Witness Program personnel and ; evaluates training needs and plans training activities

W; works with community organizations to develop resources and appropriate referral services for victims and witnesses

; develops methods for explaining and promoting services M; maintains liaison with law enforcement agencies

P; provides professional and technical consultation on program matters

; has responsibility for the development and monitoring of grant monies; ensures proper expenditure controls;

p Provides individual services to victims and witnesses of crimes

A; assesses victim and witnesses needs and provides referrals to support agencies for further assistance

;-Pperforms a variety of Victim/Witness administration and support functions.

TYPICAL PHYSICAL REQUIREMENTS

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VICTIM/WITNESS PROGRAM COORDINATOR -- P-2

TYPICAL WORKING CONDITIONS

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MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of grant writing and administration

Criminal Justice system and Court procedures

Law enforcement agency operations and procedures

Budgetary process

Rules and regulations governing victim/witness services and programs.

Functions of public law enforcement agencies and the criminal justice system.

Principles of providing assistance to victims and witnesses of crimes including the dynamics of sexual assault, child abuse and domestic.

Client problems requiring referral to other organizations and support services.

Crisis intervention and interviewing techniques

Interviewing and record keeping techniques.

Community needs for victim/witness services.

Program development, monitoring, and evaluation.

Public personnel administration.

Principles of supervision, training, and staff development.

Governmental accounting system and personnel systems

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Ability to:

Plan, organize, and direct the functions of the Victim/Witness Program.

Analyze case problems, evaluate the effectiveness of staff efforts, and provide consultation

to staff in solving problems.

Ensure compliance with grant requirements and applicable regulations

Identify and analyze administrative problems and implement operational changes

Prepare funding proposals and narrative and statistical reports

Interview people, identify needs, and make appropriate referrals.

Analyze and interpret laws and regulations related to Victim/Witness services.

Gather, organize, analyze, and present a variety of data and information.

Prepare, clear, concise and accurate records and reports.

Communicate with others from diverse socio-economic and cultural backgrounds.

Elicit factual information from applicants and recipients in difficult circumstances of deprivation or emotional disturbance.

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Effectively represent the Victim/Witness Program in contacts with service providers, the public, community organizations, and other government agencies.

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