

LEGAL SECRETARY

POSITION PURPOSE: PROVIDES SECRETARIAL AND CLERICAL ASSISTANCE TO THE VICTIM/WITNESS PROGRAM AND COORDINATOR. PROVIDES INFORMATION AND ASSISTANCE TO VICTIMS AND WITNESSES OF CRIME IN ACCORDANCE WITH CHAPTER 950 OF THE WISCONSIN STATUTES.

POSITION IN ORGANIZATION: REPORTS TO VICTIM/WITNESS COORDINATOR

MAJOR DUTIES

1. Maintains telephone contact and/or written correspondence with victims and witnesses to inform them of case status, orient them to their rights and criminal justice procedures, and make referrals to appropriate community agencies according to standard policies, statutes, and procedures.
2. Prepares initial contact information and processes and distributes daily office mail, including victim impact statements, victim request forms and restitution requests according to standard policies, statutes, and procedures.
3. Reviews files after court hearings to ensure the provision of appropriate victim/witness services.
4. Creates and maintains notations on case files and in Protect case management system concerning the rights victims wish to exercise.
5. Schedules and attends appropriate meetings with victims and prosecutors.
6. Accompanies victims and witnesses to court hearings. Assists prosecutors with victim/witness preparation for testimony.

7. Assists individuals who walk into the office or call for victim/witness services.
8. Prepares and distributes dispositions on criminal, traffic, and juvenile cases.
9. Anticipates and resolves potential problems to ensure that witnesses appear in court. Reassures reluctant victims/witnesses when necessary.
10. Maintains the witness line daily to notify witnesses of required attendance or cancellation of hearings.
11. Maintains updated knowledge and education of victim/witness rights.
12. Acts as back-up to the Victim Witness Coordinator.
13. Performs related duties as assigned.

PRINCIPAL ACCOUNTABILITIES

1. Ensures that victims/witnesses are assisted promptly and courteously.
2. Ensures that all statutory and state constitutional rights are afforded to crime victims and witnesses
3. Ensures that the Victim/Witness Coordinator is provided with updated information on matters affected by time limits.
4. Ensures that cases and correspondence are typed accurately and efficiently and forwarded to the appropriate parties.