

VICTIM/WITNESS PROGRAM COORDINATOR

POSITION PURPOSE: PERFORMS WORK INVOLVING THE ORGANIZATION, MANAGEMENT, AND OPERATION OF THE VICTIM/WITNESS PROGRAM, WHICH PROVIDES FOR THE NEEDS AND ADVOCATES FOR THE RIGHTS OF THE VICTIMS AND WITNESSES OF CRIME. SERVES AS AN ADVISOR TO THE DISTRICT ATTORNEY'S OFFICE ON VICTIM WITNESS ISSUES. FORMULATES AND ADMINISTERS PROGRAM POLICY.

POSITION IN ORGANIZATION: REPORTS TO THE DISTRICT ATTORNEY AND THE DEPUTY DISTRICT ATTORNEY.

MAJOR DUTIES

1. Possess thorough knowledge of laws concerning the rights of victims and witnesses as well as victim/witness issues. Maintains updated knowledge through current training and education.
2. Institutes new policies and procedures to maintain legal compliance with victim/witness laws.
3. Originates policy and procedure manuals for the victim/witness program.
4. Conducts orientation and trains District Attorney's Office's staff and attorneys concerning victim/witness issues, rights, and program operation to ensure legal compliance.
5. Assists in screening, interviewing, checking references of, and hiring victim/witness staff, interns, and volunteers.
6. Supervises and trains victim/witness staff, interns, and volunteers concerning the policies and procedures of the program and office. Schedules and conducts victim/witness

staff training and meetings. Assigns work and evaluates performance. Recruits interns and volunteers.

7. Handles scheduling, discipline, and other personnel matters of victim/witness staff.
8. Prepares the annual budget for the program. Compiles and prepares semi-annual reimbursement reports and provides other oral and written information, including annual reports, to the Department of Justice. Reviews budgetary matters monthly.
9. Maintains records related to processed cases, including making notations on case files and in Protect case management system. Coordinates program record keeping in compliance with current law. Confers with the Department of Justice on preliminary complaints of victims. Testifies before the Wisconsin Victim Rights Board if victims from Winnebago County file formal complaints.
10. Originates forms, brochures, and pamphlets to be used for victims in compliance with the Victims' Rights Constitutional Amendment.
11. Advises crime victims and witnesses of their rights, criminal justice procedures, case status, and resources through in-person or telephone contact and/or written correspondence. Provides appropriate services to victims and witnesses. Processes victim impact statements, victim request forms, and restitution requests.
12. Anticipates and resolves potential problem situations to ensure that witnesses appear in court. Reassures reluctant victims/witnesses when necessary.
13. Reviews case files after court hearings to ensure the provision of appropriate victim/witness services.
14. Provides and promotes rights-awareness education through presentations to and membership in a variety of community groups. Gives public speeches.

15. Provides in-service training and gives advice to law enforcement agencies concerning victims' and witnesses' rights.
16. Schedules and attends appropriate meetings with victims and prosecutors. Accompanies victims and witnesses to court hearings. Assists prosecutors with victim/witness preparation for testimony.
17. Assists the District Attorney in implementing policies and agendas of the Office. Assists in accomplishing goals set by the District Attorney for the department.
18. Performs related duties as assigned.

PRINCIPAL ACCOUNTABILITIES

1. Ensures appropriate and effective administration of the victim/witness program.
2. Ensures that all statutory and state constitutional rights are afforded to crime victims and witnesses.
3. Ensures that records are maintained in an accurate, timely, and legal manner.
4. Ensures that the budget is prepared, maintained, and managed according to Wisconsin statutes.
5. Ensures that the victim/witness program is managed according to the statutory and constitutional requirements, related guidelines, rules, and regulations.
6. Ensures supervision of staff, volunteers, and interns.