



Winnebago County

*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** Victim Witness Specialist

**LOCATION:** District Attorney

**HIRING RANGE:** \$21.64-\$24.09/Hr.

**STATUS:** Full time

**HOURS PER WEEK:** 40

**WORK HOURS:** 7:30 am – 4:30 pm

**APPLICATION DEADLINE:** Recruitment will be ongoing

*Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).*

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## WINNEBAGO COUNTY POSITION DESCRIPTION

*March 2018*

**POSITION TITLE:** Victim Witness Specialist

**DEPARTMENT:** District Attorney

**PAY BASIS:** Hourly

### **PURPOSE AND SUMMARY:**

Provides information and assistance to victims and witnesses of crime in accordance with Chapter 950 of the Wisconsin Statutes and the Victims' Rights Amendment to the Wisconsin Constitution. Maintains records and prepares reports and forms.

### **ESSENTIAL FUNCTIONS:**

1. Maintains contact with crime victims and witnesses to orient them to their rights and criminal justice procedures. Informs them of case status and community and governmental resources available to them. Makes referrals to appropriate community agencies.
2. Prepares and distributes initial contact information, mail, restitution claim forms, restitution summaries, victim impact statements, crime victim compensation applications and disposition notices.

3. Prepares and maintains a record of contacts, written correspondence and requests to exercise rights in the office case management system.

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Reviews criminal, traffic and juvenile files after court hearings to ensure the provision of appropriate victim/witness services.
2. Prepares and files victim paperwork. Prepares and distributes dispositions on criminal, traffic and juvenile cases.
3. Escorts victims and witnesses to court proceedings.
4. Prepares and distributes dispositions on criminal, traffic and juvenile cases.
5. Anticipates and resolves potential problems to ensure witnesses' appearance in court, reassuring and persuading reluctant witnesses.
6. Maintains the Witness Line to notify witnesses of required attendance or cancellation of hearings.
7. Schedules and attends appropriate meetings with victims, witnesses and prosecutors.
8. Assists prosecutors during court proceedings.
9. Helps victims understand and exercise their rights.
10. Serves as backup to other Victim Witness employees.
11. Participates in special projects as assigned by District Attorney or Victim Witness Coordinator.
12. Performs other related duties as may be assigned.

#### **WORK RELATIONSHIPS:**

1. Reports to Victim Witness Program Coordinator.
2. Works with other District Attorney's Office staff and other County employees, judges, law enforcement personnel, Wisconsin Departments of Justice and Corrections employees, Probation and Parole employees, and sexual assault/domestic violence agencies.

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. High School diploma or equivalent. Associates Degree/Technical Degree or higher from an accredited institution of higher learning, preferably in Criminal Justice, Administrative Assistant or like fields.
2. Two years of experience in social service, criminal justice, or an agency where substantial interaction with legal system participants and clients was a major part of the job.
3. Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered as a substitute for specific requirements.
4. Valid Wisconsin driver's license.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of the criminal justice and juvenile justice system, especially as it relates to the Victim/Witness Program.
2. Knowledge of pertinent laws, statutes, regulations and legal terminology.
3. Knowledge of and ability to use and learn computer software and applications.
4. Ability to work under limited supervision, make sound decisions and use good judgment.
5. Ability to maintain accurate and complete records.
6. Ability to maintain composure and effectively use tact and diplomacy with coworkers, the public, government agencies and others during often tense situations.
7. Ability to establish and maintain effective and cordial relationship with victims, witnesses and coworkers.
8. Ability to maintain confidentiality.
9. Ability to budget time, multitask and organize and schedule work.

10. Ability to effectively communicate verbally and in writing, including strong and compassionate listening skills.
11. Ability to understand and follow written and oral instructions.
12. Ability to add, subtract, multiply, divide and figure mathematical calculations.
13. Ability to type accurately at a rate of 40 words per minute
14. Ability to file information properly and consistently.
15. Ability and willingness to work extra hours as needed for proceedings, training and to attend to the needs of victims and witnesses.

**PHYSICAL REQUIREMENTS:**

1. Ability to perform work from a sedentary position.
2. Ability to travel to the Courthouse or other nearby buildings for meetings and proceedings.
3. Ability to function in situations encountered in a normal office setting.
4. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.