

**DISTRICT ATTORNEY GENERAL
CRIMINAL DIVISION
JOB DESCRIPTION**

Position: **Victim Witness Coordinator/Asst. Victim Witness Coor.**

Supervisor: **District Attorney General**

Summary: Under general supervision of the District Attorney General, responsible for providing services directly to victims and witnesses.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

1. Informs victims and witnesses of court dates and actions affecting their cases, including preliminary hearings, evidentiary hearings, trial dates, and sentencing hearings.
2. Assists victims and witnesses to better understand the way the criminal justice system works, including the procedure and basis for continuances of cases and the procedure involved in the plea bargaining process.
3. Assists victims to become more involved in the process which affect the perpetrator of the crime, such as the plea-bargaining process and the sentencing process, including presentence reports and the sentencing hearing itself.
4. Assists eligible victims in obtaining benefits from the criminal injuries compensation program.
5. Serves as coordinator when needed in major cases (eg, homicide, sexual abuse and multi victim cases) as set out by the District Attorney General.
6. Prepares documentation regarding office procedures to ensure that office personnel are provided with updated material necessary to adhere the legal requirements for victim rights.
7. Assist witnesses with filing travel claims with the court clerk's office.
8. Attends one state sponsored and other training conference each year to remain current on victim issues, legislation, and other pertinent information, (when funding is available).
9. Prepares written documentation of procedures and provides materials to be given to the victims and witnesses in individual cases.
10. Ability to work in conjunction with other agencies on behalf of victims and witnesses and make appropriate referrals. This includes providing information on Victim Compensation.
11. Any other duties requested or assigned by the District Attorney General.

EDUCATION AND EXPERIENCE:

Preferred education and experience: Bachelor's degree and or experience in the criminal justice at the description of the District Attorney.

