



# MARIPOSA COUNTY

Human Resources/Risk Management • (209) 742-1379



## **RESOLUTION - ACTION REQUESTED 2016-235**

MEETING: May 17, 2016

TO: The Board of Supervisors

FROM: Steve Johnson, Human Resources Director - Risk Manager

RE: Amendment to Victim/Witness Coordinator Job Description

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### **RECOMMENDATION AND JUSTIFICATION:**

Approve an amendment to the Victim/Witness Coordinator job description by adding that in addition to the District Attorney, the Legal Executive Assistant position will provide general supervision over this position. Currently, the District Attorney solely oversees and provides supervision to the Victim/Witness Coordinator. With the implementation of this change, it will enhance staff's ability to more efficiently supervise and oversee the Victim-Witness unit on a daily basis. This will relieve the District Attorney of the daily and periodic oversight of the Victim-Witness unit and allow him to focus on protecting the public and holding criminals accountable for their crimes.

### **BACKGROUND AND HISTORY OF BOARD ACTIONS:**

From time to time, the Board approves amended job descriptions when necessary.

### **ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Do not amend the job description as requested. The District Attorney will continue to be the sole supervisor for this classification, which could impact the efficiency of his office.

### **FINANCIAL IMPACT:**

**Not applicable.**

### **ATTACHMENTS:**

**Victim-Witness Coordinator (PDF)**

### **CAO RECOMMENDATION**

Requested Action Recommended

  
Mary Hodson, CAO 5/11/2016

**RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]**

**MOVER:** Kevin Cann, District IV Supervisor

**SECONDER:** Rosemarie Smallcombe, District I Supervisor

**AYES:** Smallcombe, Jones, Long, Cann, Carrier

**VICTIM / WITNESS COORDINATOR**

**DEFINITION**

To coordinate and provide comprehensive services and support to crime victims and witnesses; to coordinate and facilitate victim and witness appearances in court; to assist in the coordination of program grants; to provide referrals for victims and family members to public and private agencies for assistance; and to perform related duties and responsibilities as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Legal Executive Assistant and District Attorney.

Exercises general supervision over Victim / Witness Advocates and clerical staff as assigned.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

Plans and coordinates the Victim / Witness Services Program for the Mariposa County District Attorney's Office, ensuring compliance with all applicable laws, regulations and program requirements.

Develops and implements program policies and procedures.

Prepares and manages the program budget; solicits and manages program donations and grant funds; manages program accounts.

Trains, supervises and evaluates the performance of Victim / Witness Advocates and clerical staff as assigned; provides advice and assistance as needed.

Reviews all documentation and correspondence completed by Victim Advocates for accuracy, compliance and completion; ensures the maintenance of accurate and up-to-date program records.

Identifies and informs crime victims of their legal rights and ensures their rights are protected; assists victims in completing victim impact statements.

Notifies family members when a person has been a victim of crime; notifies employers of the victimization of an employee or need for court appearance.

Arranges crisis counseling for victims of crime; assesses victims' immediate material needs such as shelter, food, transportation, clothing and medical care.

Photographs victims' injuries as needed for case prosecution.

Provides emotional and moral support to victims of crimes; refers victims to other agencies in cases of physical, social and/or psychological injuries or anxieties.

Works with the Attorney General's Office as directed to make arrangements for witness and victim protection in potentially dangerous situations; assists with the preparation and filing of restraining orders as needed.

Serves as liaison between the victim, witnesses, law enforcement officers, investigators, court personnel and other government and community organizations; intervenes with creditors as necessary.

Keeps victims and witnesses informed of bond hearings, jail releases, court hearings, etc.; provides courtroom orientation to victims and witnesses, and accompanies them to court when support is requested.

Assists in preparing victims and witnesses for court testimony.

Attends all court proceedings from arraignment through sentencing and will read victims impact statements as necessary.

Assists victims of crime in re-claiming items that may have been retained by law enforcement personnel for evidence purposes.

Assists victims in filing applications with the State Board of Control for financial assistance with medical expenses, lost wages, counseling expenses, funeral expenses, etc.

Assists families with funeral arrangements as necessary.

Develops and implements programs to educate law enforcement officers and citizens about crime victimization and other crime-related issues; coordinates and conducts related training.

Plans and gives presentations to school, community and civic groups as requested to increase public awareness and support of the Victim-Witness Services Program.

Coordinates program activities with those of other social service and government agencies as appropriate to better serve victims and witnesses.

Receives and responds to citizens' inquiries, concerns and complaints concerning program activities.

Performs routine administrative and clerical work as required, including but not limited to preparing reports and correspondence, compiling data for reports, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, etc.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Pertinent federal, state and local laws, codes, ordinances and regulations.

County organization, policies and procedures.

Budget development and financial record-keeping.

Grant writing and administration as directed.

Principles and practices of staff supervision, training and performance evaluation.

Legal rights of crime victims.

Structure, functions and processes of the criminal justice system.

Crisis intervention and interviewing techniques.

Basic psychology and sociology as they relate to victims of crimes and their needs.

Related agencies, organizations, volunteer programs or individuals providing assistance to victims and/or witnesses of crime in Mariposa County.

Modern office practices and technology, including the use of computers for word processing and records management.

English usage, spelling, grammar and punctuation.

Safe work practices.

Community relations and public speaking methods.

**Ability to:**

Understand, interpret and apply pertinent federal, state and local laws, rules and regulations, policies and procedures.

Use initiative and sound, independent judgment within established guidelines.

Train, supervise and evaluate the performance of others.

Analyze problems, identify alternative solutions, determine consequences of proposed actions, and make and implement recommendations in support of goals.

Prepare and administer assigned budgets and maintain accurate financial records.

Effectively administer grant programs and funds.

Provides referrals for crisis intervention, trauma reduction and follow-up counseling assistance.

Work effectively in a calm and effective manner under conditions of limited supervision, high stress, and rapidly changing circumstances with emotionally distraught, traumatized and/or disorderly individuals or groups.

Deal tactfully and effectively with the public and with others contacted in the course of work.

Demonstrate sensitivity to the cultural and ethnic diversity of the population served, and to the special needs of victims and witnesses.

Plan and implement activities to educate and gain the support of the public for the Victim-Witness Services program.

Communicate clearly and concisely, both orally and in writing.

Understand and execute written and oral instructions.

Maintain the security and confidentiality of specified records, information and files.

Work with sensitive and graphic topics.

Use computers effectively for word and data processing and records management.

Safely operate office and special equipment.

Perform mathematical computations with accuracy.

#### **TYPICAL WORKING CONDITIONS**

Most work is performed in a normal office environment; work involves some travel within the County to various locations. Incumbent may be exposed to adverse weather conditions and violence, and must be willing to work irregular hours as required.

#### **TYPICAL PHYSICAL REQUIREMENTS**

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; to drive a motor vehicle; to lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and camera equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Experience:**

Two years of increasingly responsible para-professional or professional victim services social services or related experience, including at least one year in a lead or supervisory capacity and some experience working with grant preparation and administration.

**Education:**

Graduation from an accredited college or university with an Associates or a Bachelor's degree with a minimum of 15 units in behavioral science, psychology, sociology, criminal justice or a closely related field.

**Substitution:**

Additional qualifying experience performing the essential job functions may be substituted on a year-for-year basis for up to two years of the required education.

**Additional Requirements:**

Ability to obtain an Entry Level Advocate certificate issued under the appropriate Victim/Witness Services Program curriculum within one year of employment.

Ability to obtain an Advanced Advocate certificate issued under the appropriate Victim/Witness Services Program curriculum within two years of employment.

Must have the ability to pass the California State Department of Justice fingerprinting clearance.

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**