



JOB DESCRIPTION

Title	Victim Services Coordinator	Created	July 2011
Department	District Attorney	Revised	November 2023
Job Class	A 14	Safety Sensitive	Yes
Labor Union	AFSCME Local 2747 Courthouse Roads	FLSA	Non-exempt

Purpose

To assist crime victims and witnesses and effectively relate to and participate in criminal justice processes. Develop and facilitate programs to aid crime victims and to improve child abuse prevention efforts.

Essential Functions

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Maintain individual case load and inform victims and/or survivors and witnesses of their case status and progress.
- Perform advocate duties for victims within the criminal justice system including emotional support, information regarding the investigation and prosecution process, procedures and requirements, assessment of victims' needs, and referral of victims to appropriate community services for assistance made necessary by the crime.
- Promote and facilitate the development and use of child abuse prevention (CAP) resources. Serve as an information resource for CAP providers and families seeking access to CAP services.
- Recruit, screen, and train volunteers to accomplish services. Monitor and evaluate work of volunteers.
- Assist victims in obtaining recovered property and in obtaining restitution or compensation for medical and other expenses incurred as a result of the criminal act.
- Prepare victims for pending court hearing by informing them of procedures involved.
- Accompany victims to court hearings. Assist victims with personal logistical problems related to court appearances. Involve victims, when possible, in the decision-making process in the criminal justice system. Review parole notices and notifies victims of hearing dates.
- Assist victims in obtaining the return of property held as evidence.
- Maintain record of contacts initiated and received and distribute information received to case file or assigned attorney.



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- Maintain compliance with Victim Witness Program legal requirements.
- Serve as liaison for victims in dealings with police officers, probation officers, attorneys and investigators, courts, medical providers, community and state agencies.
- Develop community resources to assist victims of crime. Design and deliver community outreach programs and workshops, and training for police, prosecutors and medical professionals dealing with the special problems encountered by victims and criminal justice practitioners.
- Perform related duties as assigned.
- Maintain work areas in a clean and orderly manner.

Required Qualifications

- High school or equivalent plus additional specialized training equal to two years of college in social work, psychology, sociology or closely related field.
- At least two years' experience in law enforcement or social services environment, or any satisfactory combination of experience and training.
- Must possess and maintain driving privileges in the State of Oregon.

Desired Qualifications

- Bilingual in English/Spanish.

Knowledge Skills and Abilities

Knowledge of:

- Criminal justice system and processes.
- Victims' rights.
- Community resources.
- Word processing software and operation of standard office equipment.

Physical Demands

Physical demands on the position are minimal involving moving materials, books, files, etc., weighing up to 15 pounds.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

Working Conditions

Typical working office environment.



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Supervisory Responsibility

Supervision of other employees is not a typical responsibility of this position. May provide information and assistance to personnel new to the department regarding procedures and policies.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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