

THE COUNTY OF BURNET
Burnet, Texas 78611

JOB DESCRIPTION

WORKING TITLE: VICTIM COORDINATOR AND LIAISON

DEPARTMENT: SHERIFF

REPORTS TO: PATROL CAPTAIN

CLASSIFICATION: GRANT POSITION – GROUP 58 (\$13.21 - \$17.23)

GENERAL DESCRIPTION

The position of Victim Coordinator and Liaison performs those statutory duties imposed upon it by the Code of Criminal Procedure; Chapter 56, Subchapter A, Crime Victims' Rights, and Subchapter B, Crime Victim's Compensation.

Subchapter A., Article 56.04 (d), establishes that the primary duties of the Crime Victim Liaison are to ensure that a victim, guardian of a victim, or close relative of a deceased victim are afforded the rights granted to victims, guardians, or close relatives of deceased victims by Subdivisions (4), (6), and (9) of Article 56.02 (a) (4) of the Code of Criminal Procedure.

These primary duties shall be performed in consultation with the Victim Assistance Coordinator in the office of the attorney representing the state in the related criminal cases to ensure compliance with state statutes and enhance effectiveness in meeting the crime victim assistance standards established by the Texas Department of Criminal Justice, Victim Services Division.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- 1 (58%) Crisis Services: The Victim Coordinator and Liaison (VCL), when possible, will respond to the scene to support the victim by making referrals to other agencies, accompaniment to hospital or other emergency service needed, preserve chain of evidence, court testimony, write reports, advocacy for all necessary crisis procedures, applying for emergency financial assistance, crime victim compensation filing, etc.
- 2 (30%) Legal Advocacy: The Victim Coordinator and Liaison (VCL) will provide to the survivors of violent crime information on victims' rights (restitution, crime victim compensation, the payment for medical examination under Article 56.06 for a victim of sexual assault, referral to available social service agencies that may offer additional assistance, etc.). The VCL will provide comprehensive crisis and follow-up support needed to keep victims engaged in the investigation and prosecution process. The VCL will also explain the procedures in the criminal justice system, including general procedures in guilty plea negotiations and arrangements, restitution, and the appeals and parole process.
- 3 (10%) Protective Order Assistance: As needed, the Victim Coordinator and Liaison (VCL) will advise the victim on whom to contact for restraining order processing, assist with the restraining order paperwork, and educate the victim about his/her options to reduce the fear of testifying.
- 4 (2%) Outreach/Community Education: Victim Coordinator and Liaison (VCL) will distribute victim services information obtained from the Texas Victim Services Association or other source and give presentations at school functions, community events, or other public forums. The purpose is to help the general public identify crime victims, make them aware of the assistance that is available

to victims, inform them of the availability of the VCL to help victims, and refer them to needed services. Five outreach or community education presentations are required each year with a target level of 100 total attendees.

- 5 The VCL will ensure that the Victim Coordinator for the attorney representing the state receives immediate cooperation and support in providing effective assistance to a victim as defined in Chapter 56 of the Code of Criminal Procedure.
- 6 The VCL will comply with all local, state, and federal statutes related to the duties of the position held.

ADDITIONAL RESPONSIBILITIES

- 1 Regular attendance is required.
- 2 Maintain a valid Texas Operators License
- 3 Must be bondable by county insurance carrier
- 4 Must be able to comply with county employee and Sheriff's Office policies and procedures.
- 5 Compile and maintain all necessary documentation required for grant position reporting when required.
- 6 Compliance with state statutes related to records management.
- 7 Ability to testify in court proceedings in an objective and articulate manner.
- 8 Maintain training requirements related to the position held.
- 9 Establish and maintain effective working relationships with other county employees and officials, court personnel, attorneys, and representatives of victim assistance/advocacy groups.
- 10 Experienced in making community outreach presentations in various public forums to enhance awareness of the services available to crime victims.

EDUCATION REQUIREMENTS

High school diploma or equivalent is required.

Previous formalized training in fields related to victim assistance liaison duties is desirable.

EXPERIENCE AND SKILLS

- Working knowledge of Chapter 56 of the Texas Code of Criminal Procedure as it relates to crime victim rights and crime victim compensation.
- Previous experience in victim's assistance, victim's compensation, social service, criminal justice, or related field is desirable.
- High level of maturity and compassion in dealing with crime victims.
- Excellent communication, counseling, and interviewing skills.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and government regulations relative to the position of Victim Coordinator and Liaison.
- Working knowledge of computers and the ability to learn county computer programs related to duties.
- Excellent organizational skills are desirable.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

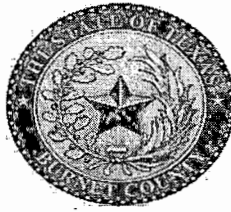
The position of Victim Coordinator and Liaison will require frequent travel outside of an office environment in order to provide effective victim's assistance. The physical demands described here are representative of those that must be met to successfully perform the essential duties of this position. While performing the duties of this position the employee is frequently required to see, talk, hear, stand, kneel, climb, feel, utilize fingers to handle and arms to reach and carry. The employee must

be able to lift up to fifteen (15) pounds regularly and up to forty (40) pounds occasionally. Specific vision required for this job includes both near and distance vision.

SPECIAL CONDITIONS

The position of Victim Coordinator and Liaison will be in constant contact with sensitive information related to crime victims which demands a high level of confidentiality. The person that occupies this position must be able to demonstrate trustworthiness by successfully passing an extensive background investigation prior to being considered for employment.

To fulfill the duties of the Crime Victim Liaison it may be necessary to work irregular duty hours and on weekends to ensure timely completion of related job responsibilities.



THE COUNTY OF BURNET
Burnet, Texas 78611

JOB DESCRIPTION

WORKING TITLE:	VICTIM WITNESS COORDINATOR
DEPARTMENT:	DISTRICT ATTORNEY'S OFFICE
REPORTS TO:	EXEC ASSISTANT/EXEC.DIRECTOR /DA
CLASSIFICATION:	GROUP 60

GENERAL DESCRIPTION

This position is a non-exempt position that oversees all interaction between office and the victims it serves. Additionally, this position oversees, with the supervision of the elected official and/or executive assistant, all witnesses for court, including travel and restitution. This position also handles pre-trial diversions. Filing, document processing, and/or record keeping, and preparation and presentation of legal documents are necessary to fulfill this position. Additionally, this person shall assist in the daily operations of the office and more specifically in the victim's assistance area of the office. Responsible for receiving incoming telephone calls or walk-ins and directing people to the appropriate staff. Position entails assisting other office personnel such as the Attorneys and other clerks. Court room presence is required as well as the preparation of legal documents as supervised by an attorney.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Notify crime victims of all court settings. Assist with paperwork including VINE information, Victim Impact Statements, and Crime Victim's Compensation.
2. Assist attorneys and victims of property crimes in determining restitution and notifying witnesses and victims of case status.
3. Arrange travel for victims and witnesses for court. File appropriate paperwork for reimbursement.
4. Process and prepare paperwork, motions, forms, notices, victim information, and case intake.
5. Coordinate meetings between victim and District Attorney's office. Might be required to sit in meetings with victims or assist in court. Be able to interact with all parties in cases involving the office and victims in an efficient and effective manner.
6. Enter data into computer system. Keep notes in system and enter all Victim information, including notices and notes regarding victim contact. Scan all case documentation.
7. Answer multi-line telephone, take messages, transfer phone calls. Proper telephone and speaking skills are essential.
8. Create legal documents as requested. Make copies as requested. Open, sort, and

EXPERIENCE AND SKILLS

- Must have the ability to meet and serve the public in a friendly and efficient manner.
- Requires knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar. Must also have the ability to read and understand information and
- ideas presented in writing. Must have the ability to speak English clearly to be understood by others.
- Must have and maintain the ability to work independently.
- Must have and maintain the ability to use computer systems necessary to perform duties.
- Must have and maintain the ability to alphabetize and operate basic office equipment.
- Must be able to type accurately, check and correct work.
- Must possess and maintain a valid Texas Driver's License at all times. A driving permit or occupational license is not allowed.
- Must have or be able to receive accreditation to become a Notary Public under Texas law.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this position, the employee is frequently required to talk, hear, see, sit, stand, kneel, climb, feel, use fingers to handle, and arms to reach and carry. The employee must be able to lift up to 15 pounds regularly. Specific vision is required by this job, including the ability to see up close and at distance.

SPECIAL CONDITIONS

This position determines how to prioritize work so that it is accomplished in a timely and professional manner. Proofs work to determine if revisions are required. Determines how to handle hostile clients/public members and where to refer difficult phone calls. Decisions regarding personnel issues, client or attorney complaints, and legal and/or policy questions are to be referred to the elected official.