

Job Description: ASSISTANT VICTIM ASSISTANCE COORDINATOR

CLASS NO. 1125

EEOC CATEGORY: Administrative Support

PAY GROUP: 109

FLSA: Non-Exempt

SUMMARY OF POSITION:

To ensure that a victim of a violent crime, guardian of a victim, or close relative of a deceased victim is afforded the rights granted victims, guardians, and relative by Article 56.02 of the Code of Criminal Procedure, and to work closely with appropriate law enforcement agencies, prosecuting attorneys, and the judiciary in carrying out that duty.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Victim Assistant Coordinator or designated staff.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with other departmental employees, employees of outside agencies and organizations, representatives of the legal profession and the general public.

EXAMPLES OF WORK:

Essential Duties*

Establish an immediate relationship with crime victims to inform them of their rights;

Refer victims for counseling and/or assistance with shelter, food, clothing or immediate needs;

Victim liaison with law enforcement agencies;

Notify victims of violent crimes of court proceedings, the general procedures in the criminal justice system, guilty plea negotiations and restitution;

Inform victims of violent crimes of the Crime Victims Compensation Act and assist in preparing the application for benefits;

Provide and assist victims of violent crimes with a Victim Impact Statement, assist in completing it and provide the court with a copy;

Refer victims of violent crimes to available social service agencies for additional services;

Provide victims of domestic violence with Family Violence Protective Order information and assist them with the preparation of the application for filing;

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Providing safeguards to minimize victim's contact with the offender and offender's relatives, accompany the victim and/or family to court and follow up communications with the victims;

Filing protective orders to District Clerk's Office for Judge to rule on, answering phone calls from victims in cases and general office duties of working with victims through calls, text, email, in court and working with other agencies about victim related crimes, sending out notification letters to victims after court to keep them informed of what is happening in their case;

Compiling data and reports tracking crime victim's services;

Other Important Duties*

Accompanying victim or relative to law enforcement, hospital and court proceedings when requested; and

Making presentations concerning Crime Victim Rights Awareness to local agencies, church groups and civic clubs;

Assist with educating and informing individuals and children of the therapy dog and providing necessary information about the animal;

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: Code of Criminal Procedure, general information concerning benefits available to crime victims.

Ability to: communicate well with citizens in a direct but polite manner; establish, maintain effective working relationships with other county employees; organize large volumes of work in a timely manner; possess good verbal and written communication skills. Skill to type and operate a computer to process and retrieve data and information.

ACCEPTABLE EXPERIENCE AND TRAINING:

High School graduation, or its equivalent;

One (1) year related experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Bilingual preferred.

CERTIFICATES AND LICENSES REQUIRED:

Certification as a Notary Public preferred.

Valid Texas Drivers License.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.