# Victim/Witness Coordinator

**Grade: 6**

**FLSA: Non-Exempt**

**Revision Date: 08/17**

**Job Summary:** Provides case preparation & data entry of Domestic Violence cases as well as assisting in providing services to victims and witnesses of crimes as assigned; performs other duties as assigned.

**Essential Functions:**

1. Tracks Domestic non-assault incidents;
2. Tracks and performs Data entry for all Domestic Violence Cases;
3. Maintains a database for all incoming Domestic Violence cases;
4. Provides services to victims of domestic violence to include scheduling appointments;
5. Assists in providing services to victims and witnesses of crimes as assigned;
6. Monitors referrals of batterers to mental health service providers;
7. Participates in local and state meetings and training;
8. Provides case management services as requested;
9. Assists with collaborative efforts to improve domestic violence awareness;
10. Prepares and presents Domestic Assault Data during Compstat in the absence of the assigned Deputy Sheriff
11. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain working knowledge of St. Mary’s County Government policies and procedures;
2. Ability to effectively communicate with members of the public, including victims of and witnesses to crimes;
3. Knowledge of victim rights laws and constitutional amendments;
4. Knowledge of basic departmental procedures and ability to apply same to daily work problems;
5. Knowledge of relevant local, state, and federal regulations, practices, and procedures;
6. Ability to prepare and maintain accurate records;
7. Basic math and language skills.

**Education and Experience:**

1. Associates degree;
2. Two or more years of relevant experience;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., aggressive human behavior.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR Representative Date

Your signature below indicates that you have received a copy of this position description.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature Date