



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	Victim/Witness Program Coordinator
Jurisdictional Class:	Competitive
Civil Division:	District Attorney
Adoption:	CSM 08/14/1996
Revised:	CSM 09/11/2002, 10/14/2009, 06/27/2022

DISTINGUISHING FEATURES OF THE CLASS:

Under the supervision of the District Attorney has responsibility to implement the goals and objectives of the Cayuga County Victim/Witness Services Program. Included, therein, is the responsibility to identify crime victim, advise them of their rights under the law, and help guide them to relevant community services. Assist victims in understanding and participating in the criminal justice process.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Review felony and misdemeanor charging documents and supporting documentation to identify victims and help assess the type of services required;

Communicate by telephone, mail, email or text with victims, witnesses, and service providers;

Attends local criminal courts and county court with crime victims where appropriate;

Assist crime victims through the criminal justice process and provide support as needed;

Assist crime victims with seeking restitution and Orders of Protection;

Provides assistance to victims with filling out crime victim's compensation claims;

Schedules and attending meeting with crime victims for purpose of court appearances;

Advises victims of relevant community services and makes referrals to those agencies where appropriate;

Complies with statutory notification and reporting requirements;

Acts as the District Attorney's liaison with community agencies and groups such as but not limited to Cayuga Seneca Community Action Programs (CAP), SAVAR, Cayuga County Multidisciplinary Team, etc., and attends meetings as designated by the District Attorney;

Maintains, compiles, and reports to the New York State Office of Victim Services provided through the program;

Compiles relevant statistics on program goals and objectives and assists the District Attorney in writing the grant application to continue the program for the succeeding fiscal year.

Enters necessary information into database;

Performs related work as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the court system and proceedings occurring therein;

Thorough knowledge of relevant community services and agencies;

Ability to get along well with others;

Ability to use an alpha-numeric keyboard and utilize various types of software utilized by employer;

Ability to maintain a strict code of confidentiality;

Proficient in typing and maintaining filing system.

Good address;

Good judgment;

Tact and courtesy.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or higher in Criminal Justice, Social Work, or related field.