

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Officials/Administrators
Revised: 06/01/07

VICTIM/WITNESS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative class responsible for ensuring that the District Attorney's Office has all witnesses, evidence and/or information needed during the proceedings. It is also the responsibility of the Coordinator to assist victims of crime in whatever way possible, within the legal limits of the law. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Notifies witnesses as to court appearance time;
Responds to questions posed by witnesses regarding courtroom proceedings;
Arranges transportation for witnesses if requested;
Provides assistance by securing evidence, legal documents, etc., that may be required for the Grand Jury, Trials or other proceedings by the District Attorney's Office;
Prepares subpoenas and occasionally serves same;
Prepares pay vouchers for witnesses;
Notifies crime victim of case status by letter;
Serves as liaison with crime victims and regional investigators;
Assists crime victims with the return of stolen property;
Performs general office work as needed and assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of court proceedings; thorough knowledge of local, New York State and Federal statutes applicable to witnesses and victims of crimes; good knowledge of the rules of evidence; general knowledge in the use of computers and their applications; ability to establish and maintain friendly and cooperative relations with the public; keen power of observation; integrity; resourcefulness; honesty; tact; good judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree specializing in police justice, criminal justice, social services, human services, pre-law or a closely related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree specializing in courses or study as listed in (A) above, **AND** two (2) years of experience in investigation or law enforcement; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma, **AND** four (4) years of experience in investigation or law enforcement.

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NOTE: Verifiable part-time experience in investigation or law enforcement will be pro-rated toward meeting full-time experience requirements.

Adopted: 01/28/82
Revised: 08/12/96, 06/01/07