

Jurisdictional Class: Competitive  
EEO Category: Officials/Administrators  
Revised: 01/20/2023

## **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) Possession of Bachelor's Degree in police justice, criminal justice, social services, human services, pre-law or a closely related field; **OR**
- (B) Possession of Associate's Degree in police justice, criminal justice, social services, human services, pre-law or a closely related field **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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**NOTES:**

1. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.
2. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

Adopted: 01/28/1982

Revised: 08/12/1996, 06/01/2007, 01/20/2023