

# GARRETT COUNTY GOVERNMENT

## JOB DESCRIPTION

**JOB TITLE:** Victim/Witness Coordinator  
**DEPARTMENT:** Office of the State's Attorney for Garrett County  
**REPORTS TO:** State's Attorney for Garrett County  
**FLSA STATUS:** Non-Exempt

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

### JOB SUMMARY:

Victim/Witness Coordinator is responsible for addressing the needs and concerns of victims and witnesses in specified cases. The position requires considerable familiarity with the law enforcement, judicial and human services systems.

### ESSENTIAL JOB FUNCTIONS (not all inclusive):

- Answer citizen calls and direct callers to the proper agency/individual or resolve the caller's questions.
- Greets and screens individuals coming into the State's Attorney's Office.
- Initiate and maintain contact with victims and witnesses in District Court cases involving domestic violence, serious injury or death, all Circuit Court cases, and Juvenile cases as required by the statute.
- Prepare a Victim/Witness file for all victims involved in specified Circuit, Juvenile and/or Domestic Violence cases.
- Execute the mandates of the Victims Rights Constitutional Amendment, including providing the Crime Victim Notification Request form and Your Rights as a Victim pamphlet, filing compliance of Victim Notification, notifying victims of hearing/trial dates and outcomes as required by the statute.
- Maintain a database of victims requesting notification of case/defendant status.
- Assist victims with restitution, Criminal Injuries Compensation claims, transportation, and lodging, and provide information on HIV testing as necessary.
- Refer victims to appropriate agencies for counseling, treatment, and support and maintain positive relations with all referring agencies.
- Collect restitution payments for District, Circuit and Juvenile Court cases; maintains a trust account for the State's Attorney's Office; disburses funds to appropriate parties.
- Maintain a database for all restitution transactions; distributes a monthly accounting report of restitution; and tracks unclaimed restitution payments for reprocessing or forwarding to the Office of the Maryland Comptroller.
- Coordinate restitution collections with Juvenile Services and the Department of Parole and Probation.
- Prepare Circuit Court subpoenas, monitor service of subpoenas and notify witnesses to confirm or cancel appearances.
- Schedule witnesses for trial preparation interviews.
- Accompany victims to court hearings in District, Circuit and Juvenile Courts and insure they understand process and outcome.
- Assist victims with impact information to attorneys or PSI preparers.
- Maintain the State's Attorney's Coordinator's Witness Protection Fund Account including quarterly reporting to the Office of State's Attorneys' Coordinator.
- Provide reports to the Child Advocacy Center on the status and disposition of child welfare-related cases.
- Attend Child Advocacy Center meetings and coordinate with prosecutors on said cases.

- Track information on inmates through Victim Information & Notification Everyday (VINE) concerning inmate DOC number, location, and possible parole and release dates as well as maintaining contact with the Division of Corrections and Division of Parole and Probation.
- Coordinate with other Victim Witness Coordinators to organize the Maryland Statewide Memorial Service and other events.
- Other duties may be assigned.

### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### Education and Experience:

- Associate's Degree, Technical Degree, or equivalent.
- Two years of experience in the legal or social services field preferred.

#### Knowledge, Skills, and Abilities:

- Knowledge of Microsoft Word, Excel, Access, and other digital platforms from which evidence may be retrieved and to which evidence may be forwarded.
- Knowledge about the criminal justice system, from the investigative process through the charging, trial, sentencing and post-conviction phases.
- Knowledge of the Criminal Justice System statewide.
- Knowledge of human services and resources available in the community and region.
- Skilled in maintaining the SAC Witness Protection Fund Account.
- Ability to make independent decisions and exercise good judgment.
- Ability to communicate effectively and to maintain professional working relationships with other agencies.
- Ability to communicate both orally and in writing and with the public, as well as victims and witnesses on a daily basis and will often convey complicated legal information to persons with little or no experience in the legal system.
- Ability to maintain calm demeanor and patience when dealing with individuals experiencing difficulties.

### PHYSICAL DEMANDS AND WORK ENVIROMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- In performing the duties of this position, mental alertness is necessary to address matters concerning many different cases and to remember details, names, deadlines, etc. Other physical demands are those typical of an office setting.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work environment is inside an office building, the only difficult condition results from a consistently heavy and demanding workload that requires constant diligence in adequately preparing each case and meeting deadlines. Ability to continue job performance with numerous interruptions.