

SUSQUEHANNA COUNTY POSITION DESCRIPTION

TITLE:	VICTIM WITNESS COORDINATOR
DEPARTMENT:	OFFICE OF THE DISTRICT ATTORNEY
LOCATION:	DISTRICT ATTORNEY'S OFFICE
REPORTS TO:	DISTRICT ATTORNEY
SUPERVISES:	NONE
STARTING SALARY:	\$16.47 PER HOUR
POSITION STATUS:	UNION-ELIGIBLE

GENERAL SUMMARY:

The Victim Witness Coordinator, under the administrative and operational direction of the Susquehanna District Attorney, will be responsible for all administrative and confidential duties assigned having to do with providing direct support, advocacy, referral services, intervention and information to victims and witnesses of both adult and juvenile offenders. Ensure program-wide compliance with the Pennsylvania Commission on Crime and Delinquency's policies and procedures for the victim/witness program. The Victim/Witness Coordinator is trained and has knowledge of all criminal proceedings and is in constant contact with all facets of the courts and court personnel.

Minimum Requirements (must have):

- Associate degree from an accredited institution preferred.
- Any combination of education and experience, which indicates possession of knowledge, skills, and abilities required to perform the position.
- Must display compassionate and caring demeanor.
- Must possess good communication skills.
- Must be detail and team concept oriented.
- Must be willing to travel for training.
- Must be willing to be available for duties and responsibilities that occur outside of normal working hours and office environment.

Required Knowledge, Skills, and Abilities:

- Knowledge of standard office practices and procedures.
- Knowledge of English grammar, punctuation, and spelling.
- Ability to proofread information for conformance with form, to insure the adherence to clerical procedural rules.
- Ability to communicate effectively with associates and the public.
- Ability to follow written and oral instructions.
- Ability to write legibly.

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.