



**DAVID P. FORNSHELL**

**WARREN COUNTY PROSECUTOR**



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**POSITION AVAILABLE**

**JOB CLASSIFICATION:** VICTIM WITNESS COORDINATOR  
**DEPARTMENT:** PROSECUTOR'S OFFICE  
**SALARY RANGE:** COMMENSURATE WITH EXPERIENCE  
**SCHEDULED HOURS:** 24 HOURS PER WEEK: (as needed)  
WITHOUT BENEFITS

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM  
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

**POSTING PERIOD:** THIS NOTICE IS BEING POSTED FOR A PERIOD  
OF TIME NOT LESS THAN SEVEN (7)  
CONSECUTIVE CALENDAR DAYS BEGINNING  
June 15, 2018.

APPLICANT'S SHOULD APPLY BY RESUME TO:

**ATTENTION:**  
Connie Mays, Office Manager  
connie.mays@warrencountyprosecutor.com

Applications must be received by 5:00 pm July 20, 2018.  
This position is subject to a post-offer drug screen and a background check.

Applicants are required to apply for this position per the instructions outlined above. Resumes received in any manner other than directly from the applicant may not be considered.

Warren County is an equal opportunity employer

# POSITION DESCRIPTION

## Warren County Prosecutor

|                              |                            |
|------------------------------|----------------------------|
| <b>CLASSIFICATION TITLE:</b> | Victim Witness Coordinator |
|------------------------------|----------------------------|

|                              |                   |                           |                    |
|------------------------------|-------------------|---------------------------|--------------------|
| <b>FLSA STATUS:</b>          | Nonexempt         | <b>EMPLOYMENT STATUS:</b> | Part-time          |
| <b>FLSA TYPE:</b>            | N/A               | <b>REPORTS TO:</b>        | County             |
| <b>CIVIL SERVICE STATUS:</b> | Classified        |                           | Prosecutor/        |
| <b>PROBATION:</b>            | 365 days          |                           | Director of Victim |
| <b>UNIT:</b>                 | Victim Witness    |                           | Witness            |
|                              | Services.         |                           | Services           |
| <b>WORK HOURS:</b>           | 8:00 am – 5:00 pm |                           |                    |
|                              | and as needed     |                           |                    |

### DISTINGUISHING JOB CHARACTERISTICS

Serves as prosecutor assigned court representative and provides support for victims of homicides, felonious assaults, rapes, child abuse, domestic violence, juvenile, and other victim related crimes. Works one week on-call rotation, on a 24 hour per day basis, to provide emergency response and initiate contact with victims of crime.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with the requirements of that Act.*

1. Assists victims with the filing of charges and obtaining of temporary protection orders and no-contact orders. Provides victims with information regarding the criminal justice system, its process, and how their case may proceed.
2. Provides information and referrals to family abuse shelters, crisis counseling, and other social services to assist and support victims experiencing psychological, emotional, and other problems due to victimization. Provides names, addresses, telephone numbers, and other necessary information that victims may need. Makes mandated referrals to appropriate agencies.
3. Accompanies victims to interviews with law enforcement and to medical examinations on an on-call basis.
4. Accompanies victim into courtroom and addresses the Court on the victim's behalf, at the victim's request. Makes arrangements for the safe entrance and exit of the victim to and from Court and minimizes contact between the victim and defendant during the Court proceedings, at the victim's request.

5. Assists victims with transportation and child care arrangements, if needed, so they may attend Court, meetings with Prosecutor, and other related proceedings.
6. Maintains records for submission to Prosecutor concerning the victim's wishes, history between victim and defendant, and other relevant information. Serves as liaison between victim and Prosecutor, talks to victim at length and then advises Prosecutor of relevant information.
7. Maintains records reflecting personal information of the victim including name, social security number, address, telephone, and other pertinent data.
8. Assists in the preparation of victim impact statements and instructs victim concerning procedures for gathering documentation for restitution. Answers questions, lends coping and problem solving skills to victim, and provides reassurance and support. Advises victims and witnesses of procedural status of case at all stages.
9. Relays case information to Prosecutor on cases bound over from lower Court.
10. Prepares monthly performance reports.
11. Manages courtroom volunteers in courtrooms and conducts training sessions.
12. Prepares and researches parole notices and placement investigations.
13. Participates in meetings of Multi-Disciplinary Team on Child Abuse, Sexual Assault Response Team, and Domestic Violence Coordinating Council. Provides training to Prosecutor's staff, law enforcement, and the general public.
14. Uses case management software.
15. Assists Prosecutors and Investigators regarding victim issues and concerns such as medical records, return of property held as evidence, and other matters.
16. Notifies victims of their statutory rights.
17. Maintains regular and predictable attendance.
18. Represents Prosecutor's Office in positive manner to law enforcement, press, and general public.

### **SUPERVISION GIVEN AND RECEIVED**

Supervised by Prosecuting Attorney and Director of Victim Witness Services.

### EQUIPMENT OPERATED

Computer, printer, copier, fax machine, smart phone, multi-line telephone, time-stamp machine, and other standard office equipment.

### CONTACT WITH OTHERS

Victims, witnesses, court representatives, judges, defendants, attorneys, law enforcement representatives, and general public.

### CONFIDENTIAL DATA

Victim records and personal information, children services investigations results, case files, parole notices, grand jury, any other inter-office confidential information.

### WORKING CONDITIONS

The employee must negotiate, use, or work with or in the vicinity of personal protective equipment, eye and face protection, hand protection, the handling of material and supplies, human blood, or other potentially infectious materials, hazardous chemicals, and weapons. General Duty: Safe and Healthful Workplace: The employee has contact with violent or emotionally distraught persons.

### USUAL PHYSICAL DEMANDS

***The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee, and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.***

While performing duties of this job, the employee frequently sits for extended periods of time while conducting research, reading files, and performing other related duties. Employee frequently talks and listens over the telephone and in person. Vision demands are normal, except can include close, detailed vision when operating the computer, with the ability to adjust focus for close work. Employee rides in car for periods of time transversing to and from work sites.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:** Community social service agency resources; justice system process and procedures; legal terminology; word processing software; and computer operations.

**Ability to:** Identify victim needs and recommend appropriate solutions; serve as a victim representative and represent Prosecutor's Office in professional manner at all times; maintain confidentiality of information of a sensitive nature; develop and maintain effective working relationships with victims, associates and general public; deal effectively and sensitively with

personal information of victims; and express sincere empathy for victim's situation and problems; work independently; maintain productivity and positive attitude.

**EDUCATION**

Bachelor's Degree with demonstrable ability to advocate for victims and learn criminal justice system.

**QUALIFICATIONS**

Willingness to reside in Warren County.

Completes satisfactory background check.

Willingness to serve in classified civil service.

**LICENSURE AND CERTIFICATION REQUIREMENTS**

Must maintain valid Ohio driver's license.

**This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.**

**MANAGEMENT APPROVAL**

\_\_\_\_\_  
Prosecutor

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

**EMPLOYEE UNDERSTANDING AND AGREEMENT**

I understand, and will perform, the duties and requirements specified in this job description.

I have reviewed and understand the most current copy of the Warren County Personnel Policy Manual, and any additional policies adopted by the Warren County Prosecutor.

\_\_\_\_\_  
Employee

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date