



POSITION DESCRIPTION

1211

Position Title:	Crime Victim/Witness Coordinator	Department:	Attorney
Pay Grade:	10	FLSA:	Nonexempt
Date:	November 2017	Reports To:	County Attorney

PURPOSE OF POSITION:

The Crime Victim/Witness Coordinator serves general crime victims within Nobles County.

SCOPE OF JOB:

The Crime Victim/Witness Coordinator provides assistance to general crime victims/witnesses, ensures that the Nobles County Attorney's Office (NCAO) properly discharges its statutory duties toward general crime victims, facilitates communications among NCAO, victims/witnesses and service providers, and assists NCAO with case management responsibilities.

ESSENTIAL DUTIES AND RESONSIBILITIES:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Work is performed in accordance with applicable federal, state and local laws, applicable rules, the accepted standards and practices of legal and ethical behavior and the accepted standards and practices of public administration.

The Crime Victim/Witness Coordinator carries out specific duties associated with the office.

- Establishes initial communication with victims; advises them of their statutory rights and the availability of support services; assists with contacting and commencing utilization of support services. Assists victims in obtaining compensation through the Minnesota Crime Victims Reparations Board. Provides victims with information to apply for restitution and to obtain the return of their property.
- Informs victims of the status of their case as it move through the legal system and provides emotional support throughout the process. Consults with trial attorneys regarding trial preparation and serves as a liaison between staff attorneys and the victims. Explains the basic concepts of a criminal trial, and assists County Attorney staff to prepare victims to testify. Assists victims in securing necessary travel, lodging, childcare, or time off from employment, and accompanies and provides assistance to victims at court hearings as needed.
- Documents updated victim/witness contact information, summaries of contacts with victims/witnesses and other relevant information in MCAPS.
- Prepares and presents training and public education to stakeholders and the public. Researches and creates educational material.
- Interacts with various organizations to enhance knowledge and services provided to local victims/witnesses, to network and to encourage sharing of resources among various service providers and to increase the public's knowledge of crime victims and their issues.
- Generates and manages victim-related and program-related statistical and activity reports to state, federal and county departments for internal documentation and for purposes of complying with grant requirements. Documents program-related expenses for budget purposes.
- Develops and implements evaluation procedures to assess program effectiveness for compliance with grant reporting requirements. Assists in preparing relevant budget and grant applications.
- Develops, plans and makes recommendations to enhance the victim/witness program.

Performs work based on expected standards.

- Exercises teamwork with other county employees and management in carrying out the shared mission of serving the public;
- Follows workplace safety rules and notifies management of observed risks in a timely manner;

- Maintains the confidentiality of data that is protected by law.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs other related duties as assigned or as are apparent.

MINIMUM QUALIFICATIONS:

The job requires a high school diploma or GED. Bilingual English/Spanish proficiency (both writing and speaking) is required. Experience in one or more of the following areas is preferred: criminal justice, law enforcement, paralegal, legal secretary, sociology, psychology, social work, counseling, and/or crisis intervention or a related field. Direct experience working with victims and/or working with grants is preferred. The job requires a driver's license in order to attend meetings and trainings.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Ability to exercise independent decision-making within the parameters of the law and the exercise of good judgment;
- Aptitude to read a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures and synthesize that information and use it for the job;
- Ability to operate personal computers and software such as MCAPS, Word, PowerPoint, and other computer applications that become necessary;
- Ability to effectively communicate both orally and in writing; skill in language, law and computers necessary to produce documents with proper format, punctuation, spelling and grammar, using all parts of speech, ability to prepare reports, and assist with grant applications;
- Skill to utilize mathematical formulas, add and subtract, multiply and divide totals; determine percentages; compute discount, interest, profit and loss, ratio and proportion, and interpret same as may be appropriate and to work on budgets prepare statistical summaries, and to understand governmental accounting practices, and assist with grant applications;
- Ability to create and implement evaluation methods to show effectiveness of program results;
- Ability to establish rapport and exercise excellent interpersonal communication skills; ability to effectively and tactfully interact with people (i.e. staff, general public, department heads stakeholders, victims, witnesses and elected officials) beyond giving and/or receiving instructions to convey or exchange professional information and to do so in stressful situations;
- Ability to pay high attention to detail and the ability to prioritize multiple tasks and multiple deadlines on a daily basis; attention to deadlines;
- Knowledge of relevant federal state and local laws on victims' rights, including but not limited to Minnesota Statutes Sections 611A, 609.2242, and 609.2247, and 609.344; knowledge of criminal procedure and its application to crimes and crime victims from initial prosecution through final dispositions, knowledge of courtroom and testimony procedures and the ability to explain those things to victims/witnesses;
- Knowledge of and ability to explain to others the procedures involved in law enforcement investigations and the services provided by local social service agencies and other relevant service providers;
- Ability to work with and manage materials and information maintaining confidentiality as required by law;
- Ability to work cooperatively with coworkers as a team player and to establish, build and maintain good working relationships with stakeholders and service providers relevant to the needs of victims/witnesses;
- Ability to work with and relate to people of diverse cultural, generational, ethnic and social backgrounds, as well as people with mental health issues, and the ability to help people address and try to solve problems;
- Knowledge of and ability to exercise skills of counseling and crisis intervention with victims/witnesses;
- Ability to speak and write Spanish and to deal with interpreters in other languages.

Nobles County Position Description – Crime Victim/Witness Coordinator 1211

PHYSICAL AND ENVIRONMENTAL REQUIRMENTS:

The Crime Victim/Witness Coordinator must be physically able to operate a variety of machines and equipment including but not limited to telephone (mobile and landline), computers in various forms (PC, tablets, smart phones, etc.) fax machine, collator, paper shredder, scanner and audio/video equipment. The Crime Victim/Witness Coordinator must be physically capable of reaching to obtain various books, printouts, file boxes, computer paper, etc. Physical demand requirement are at levels of those for sedentary of office environment work.

Work is normally performed in an office environment. There is intermittent exposure to driving in inclement weather.

Signature

Supervisor's Signature

Date

Date

Nobles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.



**FULL-TIME EMPLOYEE
CRIME VICTIM WITNESS COORDINATOR – COUNTY ATTORNEY’S OFFICE**

EVALUATION

1. Performance evaluation at 30 days.
2. Performance annually and pay evaluation prior to each step increase.

PAY STEPS (Level 10 Pay Range)

Beginning pay	\$21.43/Hour
After 12 more months	\$22.13/Hour
After 12 more months	\$22.83/Hour
After 12 more months	\$23.52/Hour
After 12 more months	\$24.22/Hour
After 12 more months	\$24.91/Hour
After 12 more months	\$25.61/Hour
After 12 more months	\$26.31/Hour
After 12 more months	\$27.00/Hour

All pay steps are subject to acceptable performance evaluations, review and certification by the County Administrator. All employees are paid every other Friday.

PROBATION

The probationary period on employment is 6 calendar months for full-time employees. A probationary period is established as a qualifying period during which the Agency and the employee evaluate each other to determine if they each have a continuing interest in employment. Note: The length of probation may be extended by mutual consent when there are unresolved performance issues.

ANNUAL LEAVE (A/L)

It is the policy of Nobles County to provide employees necessary paid time away from work. Maximum accrual at the end of a calendar year is 480 hours for a full-time employee. Annual Leave is accrued on a prorated basis (hours worked).

Years of Service	Accumulated rate	Maximum Annual Accrual
1 st year of employment	6.155%	128 Hours
2 - 5 years	7.693%	160 Hours
6 - 10 years	9.234%	192 Hours
11 - 15 years	10.770%	224 Hours
16 - 20 years	12.309%	256 Hours
21 or more years	13.847%	288 Hours

HOLIDAYS

There are 10 paid holidays per year:

New Year’s Day	Martin Luther King Day	President’s Day
Memorial Day	Independence Day	Labor Day
Veteran’s Day	Thanksgiving Day	Day after Thanksgiving
	Christmas Day	

PENSION

Public Employees' Retirement Association:

6.50% of the employee's gross income; 7.50% County Contribution

Social Security:

7.65% of the employee's gross income; 7.65% County match

UNION

This is a bargaining unit position. After one month of employment, you are required to either join and pay union dues or pay a "fair share" fee assessment of 85% of the union dues.

2018 INSURANCE - Nobles County offers health, life, and dental insurance.

- < **Health insurance** The County offers a BCBS-VEBA high deductible plan of \$2600 individual/\$5200 family deductible with an individual savings plan funded by employer contributions; **or** the County offers 2 BCBS-HSA high deductible plans of \$3375 individual/\$6750 family deductible or \$6350 individual/\$12700 family deductible; **or** a HSA \$2700 individual/\$5400 family deductible WesternMN (Sanford) Plan. With the HSA individual savings plan, the employer and employee may both contribute to the annual maximum. The monthly contributions to the individual savings plan are \$200.00 for single coverage or Single+Spouse and \$315.50 for family or Single+Children coverage. The savings plan may be used to pay medical expenses, deductibles, co-pays, and co-insurance under the health plan. Balances in the individual health accounts are rolled over and/or invested from year to year while unused. All preventative services are covered at 100%, no deductible, with no dollar maximum. This is in addition to the coverage already provided for cancer screenings and well baby care. Prescription drugs will be paid at 100% after the deductible has been met.
- < **Dental Insurance** pays 50% of costs, less a \$25 deductible and a maximum annual benefit of \$500.
- < **Life insurance** is \$25,000, doubled for accidental death or dismemberment (available for the employee only). Additional life insurance is available.

2018 coverage cost bi-weekly is:

(Full-Time Employees are required to take Health, Dental & Life)

HEALTH INSURANCE	<u>Individual</u>	<u>Single + Spouse</u> <i>(Rates include individual)</i>	<u>Single + Children</u> <i>(Rates include individual)</i>	<u>Family</u> <i>(Rates include individual)</i>
\$2600/\$5200 VEBA Deductible	\$99.14	\$587.79	\$539.91	\$741.60
\$3375/\$6750 HSA Deductible	\$79.98	\$541.63	\$499.29	\$689.91
\$6350/\$12700 HSA Deductible	\$8.45	\$369.94	\$348.83	\$499.06
\$2700/\$5400 HSA Deductible—Western MN	\$47.22	\$462.94	\$430.52	\$602.45
Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00
Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00

- Notes:**
1. Nobles County offers a cafeteria plan to its employees. Full time benefit eligible employees receive \$770 per month, 4/5 time employees receive \$616 per month, and 3/5 time employees receive \$462 per month to spend on employee benefits. In order to receive the above amount, you must carry, at a minimum, individual health, dental, and life coverage
 2. Family Dental is available for \$23.29/mo.
 3. New employees are eligible for insurance on the 1st of the month following the month of employment.

OTHER BENEFITS:

- Voluntary Vision, Term Life, Long Term Disability group insurance plans
- Deferred compensation
- Section 125 – Flexible Spending Accounts
- Fitness Membership discounts

- (1) All benefits pay and other information presented is accurate on the day it was presented and does not constitute a promise of future benefits, establish a contract or create a commitment to do any particular thing.
- (2) Nobles County reserves the right to change policies, practices, or conditions expressed in this document without notice as the County deems appropriate. Nobles County management may vary from all written and unwritten policies and practices if, in its opinion, the circumstances require.