

## MADISON COUNTY ATTORNEY'S OFFICE

### Job Description

**POSITION TITLE:** Victim Witness Director

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**REPORTS TO:** Joseph M. Smith

**SUPERVISER:** Joseph M. Smith

Purpose of Position: The Director is responsible for providing information, support and advocacy services to victims, witnesses and their families throughout the criminal justice process.

#### **Essential functions**

- Provide court-related support for victims of crimes covered by the Victim Rights Act, including accompanying victims to court, as necessary, and keeping victims informed of all critical stages of the criminal justice process
- Responsible for providing information and assistance to domestic violence victims regarding the protection order process and keeping up to date on latest changes related to protection order process
- Maintain contact with victims and witnesses, updating them on case status, coordinating appointments for case preparation and court appearances, and updating County Attorney and staff with victim/witness information
- Provide information on behalf of the victim to the County Attorney regarding any concerns or problems a victim or witness may be experiencing to assist in the successful prosecution of cases
- Act as an advocate to clients by providing emotional support and encouragement, providing assessment of needs, and making referrals to appropriate resources and services
- Provide all victims with information regarding the final disposition of their cases. Explain outcome of case and provide victims with appropriate referrals to follow up after sentencing with probation, or Department of Corrections, or collections court.
- Assist victims with preparing victim impact statements and restitution information for court when necessary
- Escort victims to courtroom and acclimatize them for their participation in the criminal justice system as needed. Provide support during testimony at all phases of the trial process when necessary
- Maintain waiting area for child victims and their families
- Keep prosecutors well informed and case file well documented in regard to restitution that is owed to the victim(s)
- Facilitate the availability of witnesses for trials and hearings
- Schedule telephone or office interviews with witnesses as necessary for successful prosecution of case
- Advise prosecutors of any witness address changes or changes in availability
- Coordinate airfare for out of state witnesses as needed

- Provide expert witnesses with expense sheet to claim reimbursement for participation in the court process when appropriate
- Facilitate out of county and out of state subpoena service when needed
- Work in a professional manner with people of diverse social backgrounds and professional rank
- Establish and maintain effective working relationships with other employees, representatives of other agencies and organizations, and members of the community
- Follow written and verbal instructions from County Attorney
- Effectively utilize technology, including Internet searches and use of email
- Accomplish the assigned workload in a timely manner and meet established performance standards and objectives
- Maintain sensitive and confidential information
- Clerical duties involving typing, filing and correspondence as necessary
- Actively and willingly assist supervisor and all staff members with job-related duties
- Comply with office policies and procedures
- Perform any other duties as assigned

#### **Essential knowledge, experience and abilities**

- Knowledgeable in principles, practices, and objectives as related to providing victim services
- Knowledge of community resources, agencies, and organizations and how they apply to cases
- Knowledge of physical, psychological, and sociological issues involved in domestic violence
- Knowledge of Windows-based operating systems, Microsoft-Office (Word ), email and the Internet Licenses/Certificates

#### **Essential education, certifications, and licenses:**

- Must have a valid driver's license and proof of Insurance

#### **Essential Education, Certifications, and Licenses**

- Bachelor's degree or experience in social work, criminal or legal field
- Obtain and maintain a Nebraska driver's license
- Reside within a reasonable distance from the office

#### **Essential Physical Demands and Typical Working Conditions**

- Work is generally performed indoors in an office setting and requires a considerable amount of standing or walking

**Essential Attendance and Availability Requirements**

- Must maintain an acceptable level of attendance, punctuality, and availability as determined by the County; must work such regularly-scheduled hours as are determined by the County; must work any required overtime, weekends, and holidays
- Must work at the assigned work site
- Must travel as required

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The County recognizes that an individual with a disability may require an accommodation to enable him or her to successfully perform a job function. Consideration will be given to reasonable accommodations.

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Supervisor's Signature

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Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Effective Date of Job Description: 1/1/2023