



**DAVID P. FORNSHELL**

**WARREN COUNTY PROSECUTOR**



**POSITION AVAILABLE**

**JOB CLASSIFICATION:** VICTIM WITNESS COORDINATOR

**DEPARTMENT:** PROSECUTOR'S OFFICE

**SALARY RANGE:** COMMENSURATE WITH EXPERIENCE,  
PLUS BENEFITS

**SCHEDULED HOURS:** 40 HOURS PER WEEK:  
Monday through Friday 8:00 am to 5:00 pm,  
and as needed

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  
JULY 6, 2022

APPLICANTS SHOULD APPLY BY RESUME TO:

**ATTENTION:**  
Michelle Buck, Office Administrator  
michelle.buck@warrencountyprosecutor.com

This position is subject to a post-offer drug screen and 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
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<b>FLSA STATUS:</b>	Non-Exempt	<b>EMPLOYMENT STATUS:</b>	Full-Time
<b>FLSA TYPE:</b>	N/A	<b>REPORTS TO:</b>	Director of Victim Witness Svcs
<b>CIVIL SERVICE STATUS:</b>	Classified		
<b>PROBATION:</b>	365 days		
<b>UNIT:</b>	Victim Witness Svcs.		
<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 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 assigned prosecutor concerning the victim's wishes, history between victim and defendant, and other relevant information. Serves as liaison between victim and assigned prosecutor, talks to victim at length, and then advises assigned 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 and Coordinating Council on Domestic Violence. Provides training to prosecutor's staff, law enforcement, and general public.
14. Inputs victim information into Matrix case management system.
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.

### **OTHER DUTIES AND RESPONSIBILITIES**

None.

### **SUPERVISION GIVEN AND RECEIVED**

Supervised by Director of Victim Witness Services.

## **EQUIPMENT OPERATED**

Telephone, fax machine, computer, recording equipment, audio visual equipment, other standard office equipment, cellular phone, and Matrix case management system.

## **CONTACT WITH OTHERS**

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

## **CONFIDENTIAL DATA**

“Confidential Data” includes but is not limited to:

Matrix case management system information; grand jury witness information; grand jury testimony; grand jury voting information, yet-to-be filed and/or secret grand jury indictment information; personal information of victims; OHLEG data; LEADS Online data; NCIC reports; medical records; police investigatory information; confidential law enforcement investigatory information; children services investigatory information, inter-office confidential information; privileged information; work product; non-public information contained in personnel files and other files such as social security numbers, financial information, medical information, personal calendar information; records sealed by a court; information not yet disseminated to the public or otherwise part of the public record; other confidential case information; and any other information not generally available to the public that was obtained by virtue of the employee’s position as a member of the Prosecutor’s Office.

## **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 traveling to and from work sites.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** Criminal justice system process and procedures; community social service agency resources; standard office practices and procedures; legal terminology; computer operations; English grammar; spelling and punctuation; and Microsoft Office software.

**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.

## **QUALIFICATIONS**

Demonstrated ability to assist victims and learn criminal justice system.

Ability to document identity and employment eligibility within three days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Complete satisfactory background check and drug test.

## **LICENSURE AND CERTIFICATION REQUIREMENTS**

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**

\_\_\_\_\_  
Prosecuting Attorney

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
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 Prosecuting Attorney.

\_\_\_\_\_  
Employee

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