

Job Class Code: 7870	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to coordinate the City’s Victim-Witness Program. The class is responsible for crisis intervention and emergency services, grant writing, procedures, counseling, acting as liaison, monitoring court processes, providing services for victims/witnesses, and reporting. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS

- Provides crisis intervention and emergency services, including counseling or referral to other volunteer and agency program services.
- Writes grant requests, maintains client records, and submits quarterly narrative and statistical reports.
- Recruits and trains staff for Victim-Witness Program.
- Informs victims of compensation programs and assists victims complete applications for same; serves as liaison between victims and the Division of Crime Victim’s Compensation.
- Develops and implements procedures for informing the public and educating criminal justice personnel on the services provided through the Program.
- Prepares adult and children witnesses for participation in trial proceedings by counseling, giving courtroom tours, and providing explanations of judicial proceedings.
- Monitors court processes and keeps victims and witnesses informed of significant developments in their cases.
- Provides written material on and explains the procedures for filing victim impact statements.
- Provides escort, transportation, and childcare services needed to proceed with investigation or adjudication of cases.
- Acts as guardian for citizens when directed by the Court.
- Attends staff, committee, and other professional meetings to exchange information.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice, or makes recommendations based on professional expertise.
Reasoning Requirements	Performs coordinating work involving guidelines and rules but solves problems constantly.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios, proportions or measurements, logarithmic, or geometric construction, may use algebraic solutions of equations and inequalities, descriptive statistics, or mathematical classifications or schemes.
Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes complex reports.
Mental Requirements	Performs professional level work requiring the application of legal methods in the solution of legal problems; applies extensive understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
Decisions/Supervisory Control	Directs actions of others, making decisions almost constantly, affecting coworkers, crime victims, witnesses, and others in the general public.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in law, sociology, psychology, or a closely related field.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of one year of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 07/27/2020