

City of Chesapeake Class Title: Victim Witness Program Assistant Supervisor

Job Class Code: 7871	FLSA Status: Exempt
Pay Basis: Annual (Salary)	EEO Category: 2

GENERAL DESCRIPTION

The purpose of the class is to coordinate the City's Victim Witness Program and reduce the trauma of victimization and encourage crime victims to cooperate with and participate in the criminal justice system as required by the Crime Victim and Witness Rights Act. The class is responsible for providing explanation of the complexities of the criminal justice system, crisis counseling, providing referrals to available community agencies, and assisting with applying for benefits from the Virginia Victim's Fund. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS

- Provides services mandated by the Crime Victims and Witnesses Rights Act.
- Provides information and direction in applying for benefits from the Virginia Victim's Fund.
- Serves as a liaison between victims, witnesses, and the Criminal Justice System.
- Provides crisis intervention and emergency services, including crisis counseling or referral to other community based services.
- Prepares adult and children witnesses for participation in trial proceedings by counseling, giving courtroom tours, and providing explanations of judicial proceedings.
- Coordinates program activities with related State and local agencies and Task Force.
- Provides escort, transportation, and support services needed to proceed with investigation or adjudication of cases.
- Takes on the supervisory role of the Victim Witness staff in the absence of the Victim Witness Program Supervisor,
- 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	Interacts with others requiring the development of procedures and constant decisions affecting citizens, community organizations, other agencies, City departments, programs and others in the general public.

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

Revised 07/27/2020