

Job Class Code: 7872	FLSA Status: Non-exempt
Pay Basis: Annual (Salary)	EEO Category: 2

GENERAL DESCRIPTION

The purpose of the class is to assist with the overall administration of the Victim Witness Program. The class is responsible for providing information, assistance, and support to victims and witnesses throughout the court process. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS	
<ul style="list-style-type: none"> • Maintains cases that require court related counseling and coordinate the criminal court process with victims and witnesses to include interviews, court appearances and crisis intervention. • Serves as liaison between victims, witnesses, and the criminal justice system; serves as a crisis counselor. • Provides transportation to victims and witnesses; escorts victims and witnesses to court. • Provides information to victims and witnesses on significant developments in the investigation and adjudication of the cases in which they are involved to include explanations of the steps in the process. • Produces and distributes written materials • 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.

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 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