



Employment Opportunity

Kittitas County, Washington

POSTED: 1/11/17

CLOSES: When Filled

CRIME VICTIM SPECIALIST

The current vacancy in the Prosecutor's Office is a full-time, non-exempt position with benefits expected to begin as soon as possible. Anyone who meets the minimum qualifications may apply. Screening of applications will commence 1/18/17 and continue until a suitable candidate has been found.

SALARY RANGE: \$2,856 - \$3,770 per month

ESSENTIAL FUNCTIONS:

- Maintain working relationship with the courts in order to obtain necessary information to send correspondence to victims advising them of court dates, explaining court procedures and their rights to be present.
- Maintain a tracking system to follow up with the courts to ensure payments are being received.
- Schedule hearings when payments are not being made and notify victims of hearings.
- Prepare paperwork necessary for court hearings.
- Correspond with a variety of people in letter or memo form pertaining to court matters.
- Maintain confidentiality in all matters pertaining to the Office of the Prosecuting Attorney.
- Operate office machines such as computer, typewriter, copy machine, calculator, fax and mail machine.
- Prepare and send correspondence to victims advising them of court dates, explaining court procedures and their rights to be present.
- Assist victims in filling out Application for Crime Victims Compensation and corresponding with the Department of Labor and Industries CVC program and referring victims to other organizations when appropriate.
- Assist in Address Confidentiality Program applications as authorized and trained by State.
- Attend Victim/Witness training seminars and other pertinent training programs and/or conferences to keep informed of current victim/witness statutes.
- Make motel and travel arrangements for out of town victims and witnesses.
- Coordinate and accompany victims and witnesses to meetings with (deputy) prosecutor and defense counsel and accompany victims to court as their support person during hearings and trials.
- Obtain figures and compute victim's restitution for inclusion in Judgment and Sentence and/or Restitution Order. Determine, what, if any, property returned to victim. This may include restitution for Crime Victims Compensation, Labor and Industries and insurance companies that have a loss as a result of a crime. Prepare and circulate agreed Restitution Order for signature and enter order. Draft Motions and Affidavits pertaining to restitution hearings.
- Set Restitution hearing, when necessary, and subpoena witnesses for hearing.
- Represent the Prosecuting Attorney's Office as assigned.
- Prepare quarterly statistics report for Prosecutor's Annual Report.
- Draft, edit and publish/print various pamphlets on victim rights and court procedures.
- Correspond with and make arrangements to have victims and witnesses subpoenaed for scheduled court hearings.

Kittitas County is an Equal Opportunity Employer

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- Coordinate with secretaries for changes in court dates and notify victims of change.
- Search for grant possibilities for use in the prosecutor's victim/witness program and write grant.
- Back up for felony Victim Witness Assistant.
Assist in overflow work and perform any other tasks assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in social work or related field and one (1) year of legal experience working with victims. Equivalent education/experience will substitute for some minimum qualifications.
- No criminal convictions or pending unresolved criminal matters.
- Ability to handle sensitive people.
- Ability to communicate effectively both orally and in writing with attorneys, law enforcement, victims, various organizations and the general public.
- Ability to work independently and as a team player.
- Knowledge of general office procedures, office machines & legal terminology.
- Excellent computer skills.

OTHER QUALIFICATIONS:

- Bilingual education is preferred.
- Knowledge of the workings of the Washington State Crime Victims Compensation Program.

WORKING CONDITIONS:

Work is typically performed in an office environment. Must be able to sit for extended periods, stand, walk, crouch, kneel, stoop and grasp. Must be able to ascend/descend stairs and occasionally use a stool or ladder. Must be able to read printed materials and a computer screen; must possess hearing and speech to communicate clearly in person or over the telephone. Must be able to lift up to 25 pounds; potentially more with assistance. All safety regulations, policies, and procedures must be adhered to at all times.

This position may encounter upset and occasionally verbally abusive citizens. The employee must be able to manage assigned responsibilities with competing demands, changing priorities and frequent interruptions. Must be able to work independently and maintain a positive working relationship with others.

Occasional travel may be required for training opportunities and /or meetings; must be able to safely operate a motor vehicle in all weather conditions and levels of daylight. Employee may be required to utilize his/her private vehicle in the performance of the job duties, but will be reimbursed for mileage.

Work is typically performed during standard business hours; however, at times there are variations in working hours that may include occasional evening and weekend work. Regular attendance and punctuality are required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS:

Applicants must apply online using the electronic recruitment portal. The following items are required: 1) Kittitas County Employment Application; 2) Letter of interest outlining your education and experience that qualify you for the position; 3) Resume; 4) Supplemental Exam Questions; and 5) Two (2) professional references and two (2) personal references. **Please note: All applications must be submitted online; paper copies will not be accepted.**

SUPPLEMENTAL EXAM QUESTIONS:

1) EXPERIENCE/TRAINING

Describe your experience and training that uniquely qualifies you for the position of Crime Victim Specialist. Be sure to include any experience and training you have with law and/or legal research and the court system.

2) WORKING UNDER PRESSURE

Describe two situations in which you were responsible for meeting deadlines or working under other kinds of pressure. Explain how you met this pressure without an undue amount of stress to yourself and others.

3) WORKING WITH PUBLIC OR CLIENTS

Describe your experience explaining procedures or providing assistance to the public or internal clients in person or on the telephone. Include the types of clients, the volume of work, at least one example of how you handled a problem and/or negative situation, and state why you think you are effective in your dealings with others.