



CLASS SPECIFICATION

Class Title: Victim Assistance Coordinator
Department: Attorney
FLSA: Non-exempt

Class Code: 2290
Grade: 18
Eff. Date: 01/01/1994
Revised: 01/10/2025

GENERAL PURPOSE

Under general supervision by the administrative authority, performs duties in assisting the victims of crime within Davis County.

EXAMPLE OF DUTIES

Evaluates cases in Attorney's Office and identifies victims; collects pertinent data; notifies victims of the Victim Assistance Program; identifies options available to victims. Notifies and refers victims to agencies who can provide assistance to them based on their individual needs. Explains the criminal justice system and how victim is affected by its actions. Notifies victims of each court hearing.

Schedules appointments for victims to meet with prosecuting attorney and assists in victim preparation for trial testimony. Attends to victim needs while waiting to testify in court; provides support to victims throughout the process. Attends meetings, conferences, and training seminars concerning victim assistance programs.

Keeps statistical records for grant reports; may prepare grant applications.

Provides recommendations to judge for restitution.

Answers telephone calls, responds to technical and procedural questions; coordinates with service agencies, attorneys, judges, AP&P, Juvenile Court, State Victim Reparation Office, victims, etc.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in criminal justice, social work, psychology or a closely related field, plus one (1) year of closely related experience; or an acceptable combination of education and experience. Full-time experience as a victim advocate (or direct involvement with victims in crisis) may be substituted for education on a year for year basis.

2. Special Qualifications:

Demonstrated keyboarding skills

Must be bondable.

Must pass a criminal history background investigation.

Must furnish personal transportation for on-the-job travel.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents). Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills, and Abilities:

Knowledge of: the criminal justice system and victim rights; proper grammar, spelling, punctuation; legal terminology, court practices and procedures, modern office practices, computer knowledge, grant applications and requirements.

Skill in: keyboarding; using computer hardware and all applicable software programs and applications.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: remain calm when working with victims in crisis situations; react resourcefully under stressful conditions; process sensitive information and maintain strict confidence; exercise initiative and sound judgement; work with diverse groups; communicate effectively (orally and in writing), follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, courts, clients; and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.**