



CLASS SPECIFICATION

Modoc County

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| CLASS CODE: | 4021-033 |
| CLASS TITLE: | Victim Witness Coordinator and Public Administration |
| FLSA DESIGNATION: | Non-Exempt |
| RANGE/STEP: | 282 (Step A-F \$3,981-\$5,080) |

JOB SUMMARY:

Under general direction, to plan, organize, and conduct Victim Witness Services in the District Attorney's Office; to develop community resources for the Victim Witness Program; and/or create and manage a coordinated community plan to enhance immediate response and recovery efforts and establish community readiness for responses to mass victimization/terrorism incidents; to represent the Victim/Witness Program with community organizations and agencies, and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a single-position class responsible for coordinating and conducting the day-to-day operations of the Victim/Witness Program. Overall program direction and policies are provided by the County District Attorney. The position's primary emphasis is on providing victim-witness services and developing community resources.

EXAMPLES OF DUTIES (Victim Witness):

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. The position may not be required to perform all duties listed and may be required to perform additional, position-specific tasks.

- Plans, organizes, coordinates and conduct the functions of the Victim Witness grant and services.
- Ensures that legislative mandates are achieved.
- Works with appropriate county management staff in the development of policies and guidelines.
- Works with community organizations to develop resources and appropriate referral services for victims and witnesses.
- Makes presentations, as necessary.
- Develops methods for explaining and promoting services.
- Maintains liaison with law enforcement agencies.
- Interviews victims and witnesses of crimes, advising them of restitution rights and the availability of services.

- Assesses needs and makes referrals to appropriate community resources and organizations.
- Keeps program clients aware of the status and disposition of cases.
- Provides transportation for persons unable to get to court.
- Explains program procedures, policies, and services.
- Provides basic counseling and crisis intervention support for program clients.
- Maintains program records and enters data into a computer system.
- Performs a variety of Victim Witness administrative and support functions.
- Performs special projects as assigned.
- Develop a comprehensive crisis response/mass victimization assistance plan structured to identify and respond to victim needs such as safety, food, shelter, and immediate services in the aftermath of a mass victimization/terrorism incident. The plan should include a needs assessment, emergency assistance measures, resource and referral information, and should be adaptable to support and enhance the existing community/county emergency response plan.
- Develop victim assistance crisis response protocols.
- Develop and implement mutual-aid memorandums of understanding (MOUs) with Victim Witness centers in neighboring counties and/or within your identified crisis response (CR) training region to leverage resources and facilitate a regional response to mass victimization/terrorism incidents.
- Conduct outreach and participate in community meetings with leaders from the following fields: law enforcement, victim services, legal services (non-profit and private sector), prosecutor's office, city government, emergency management, medical services, and schools to provide information about the trauma-informed response.
- Establish MOUs with allied service providers, including, but not limited to County/City government and local Emergency Operation Centers (EOCs).
- Identify Victim Witness's role in the emergency response plan.
- Conduct community outreach, and education.
- Utilize MVA funding for the purchase of go-bags, management and technology supplies, and/or other necessary resources required for deployment.
- All other duties as assigned.

PUBLIC ADMINISTRATION

The Public Administrator is notified by anyone who knows an estate of a decedent under the following conditions:

- a. Where there are no heirs.
- b. When no executor or administrator had been appointed and the estate is being wasted, uncared for, or lost.

- c. When the named executor of a will fails to act and the court appoints a Public Administrator.
- d. When the will names the Public Administrator as the estate administrator.
- e. When an heir, or heirs, wish to have the Public Administrator administer the estate for them.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the job's essential duties and responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S):

Knowledge of:

- Rules and regulations governing Victim Witness services and programs.
- Functions of public law enforcement agencies and the criminal justice system.
- Principles of assisting victims and witnesses of crimes.
- Client problems require referral to other organizations and support services.
- Interviewing and record-keeping techniques.
- Community needs for Victim Witness Services.
- Program development, monitoring, and evaluation.
- Ability to use a smartphone.
- Ability to use remote meeting technology.
- Ability to embrace new technology to make the workplace more efficient.
- Probate and public administration procedures, court proceedings, and appropriate behavior in a court setting.

Skill in:

- Plan, organize, and carry out the functions of the Victim Witness Program.
- Analyze case problems, evaluate the effectiveness of staff efforts, and provide consultation to staff in solving problems.
- Interview people, identify needs, and make appropriate referrals.
- Analyze and interpret laws and regulations related to Victim Witness Services.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise, and accurate records and reports.
- Communicate with others from diverse socio-economic and cultural backgrounds.
- Elicit factual information from applicants and recipients in difficult circumstances of deprivation or emotional disturbance.
- Develop community referral resources for the Victim Witness Program.
- Effectively represent the Victim Witness Program in contact with service providers, the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.

Ability to:

- Provide services related to public administration including the environmental services which may be required of a vacanted property.
- Ability to use a smartphone.
- Ability to utilize phone and computer applications.
- Ability to use remote meeting technology.
- Ability to embrace new technology to make the workplace more efficient.

Required to:

- Support the vision and mission of the county and its elected and appointed officials.
- Provide courteous and timely customer service to the public as the ultimate employers.
- Provide courteous and timely customer service to other county departments and work cooperatively with other county employees.
- Adhere to the Modoc County Code of Safe Practices.

PHYSICAL DEMANDS:

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and fax.

Working Conditions:

Work is performed in an office environment; may occasionally work outside; continuous contact with other staff and the public.

Required Licensing and Certification:

Possess a valid California Class C Driver's License

Attend CalOES (California Office of Emergency Services) CCVAA (California Crime Victim Assistance Association)

Approved Crisis Response Advocate training and an appropriate Mass Victimization Advocate training within one year of this assignment.

EDUCATION AND EXPERIENCE:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Minimum Qualifications

Two (2) years of progressively responsible work experience in dealing with victims and witnesses of crimes, or within the criminal justice system.

Advanced training in social or behavioral science, criminology, or public administration is desirable.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

FLSA Status is dependent upon meeting the qualifications for the exemption test. All of the following must be met for status to be Exempt. Upon meeting the Exempt status, a certification form will need to be completed to accompany the Personnel Action Notification (PAN) form.

All county of Modoc employees are designated Disaster Service Workers through State law (California Government Code §3100-3109). Employment with Modoc County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work-related training as assigned, and to return to work as ordered in the event of an emergency.

*Position created and approved by the Board of Supervisors June 28, 2022
Effective: July 1, 2022*

Final verified classification approved by:

DocuSigned by:

EE2A34A9635D4FE
Human Resources and Risk Manager Director

Approved as to form:

DocuSigned by:

5F86E557A7934E6
County Counsel

Received and filed by:

DocuSigned by:

C1-0B99E01A761FAE9
Clerk of the Board