

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: VICTIM ASSISTANCE COORDINATOR

Exempt: Yes

Pay Grade: P405

Approved/Reviewed By: Sheriff Darren Weekly

Job Type: 4107E

Department: Office of the Sheriff

Date: 01-10-23

General Duties: Performs a variety of duties related to the coordination of this department's Victim Assistance Program. Provides for administration and leadership of victim assistance personnel.

Supervision Exercised: Has supervisor responsibility over victim assistance paid staff and volunteers.

Supervision Received: Reports directly to Investigation Division commander.

Examples of Duties:

- Help victims regain their physical and emotion well being by means of intervention and advocacy.
- Assess the needs of victims and makes the appropriate referrals and necessary follow-up.
- Keep victims informed about the status of their case.
- Assist victims with the return of their property.
- Inform victims of the release of the defendant from custody pending prosecution.
- Make grant/budget recommendations as to program.
- Make victims aware of victim compensation.
- Provide for rights of victims as indicated in the Colorado constitutional amendment giving victims rights.
- Research, write, and report on grant funding.
- Monitor and/or modify victim notification program in the Detention Division.
- Collect statistical data concerning program and victim services.
- Evaluates and directs staff and volunteers

Minimum Requirements:

- Bachelor Degree in human services, criminal justice, or related field, or equivalent experience.
- Minimum three (3) years experience working with victim services and working with the public on a regular basis.
- Possess a valid Colorado Driver's License at time of employment.
- Ability to pass various qualifying examinations and intensive background investigation.
- High degree of communication skills.

- Ability to read, write and speak the English language.
- Ability to work in a twenty-four hour on call environment.
- Full knowledge and understanding of the Colorado constitutional amendment giving victim's rights.

Essential Job Functions:

Computer Skills: Ability to utilize and understand a variety of computer systems. Ability to keystroke at established department levels. Must have basic user-level competency with Windows PC operating systems.

Office Policies and Procedures: Demonstrates working knowledge of and compliance with all office policies, procedures and directives.

Emotional Abilities: Controls personal emotional responses and acts appropriately under high levels of emotional stress. Demonstrates sensitivity to feelings of others; listens with empathy towards others; and displays compassion to those in distress. Controls personal aggressive responses and acts in a manner calculated to calm volatile persons.

Legal Knowledge: Full knowledge of Colorado constitutional amendment giving victim's rights. Ability to testify in court. Able to explain the intricacies of the investigative and court processes to victims. Understands the victim compensation program.

Mental Abilities: Ability to reason and apply logic in a multi-tasking environment. Comprehends and processes new information quickly and accurately. Retains relevant information.

Public Interaction: Acts as an instructor. Ability to interact with diverse groups and cultures in a complex society.

Social Skills: Establishes and maintains effective relationships with peers, elected officials, supervisors and the public. Have an open, non-judgmental attitude towards victims regardless of the circumstances.

Vehicle Operation: Operates vehicles during routine under varying road, weather and lighting conditions.

Verbal Skills: Speaks English clearly and converses effectively with persons of divergent ethnic, cultural and educational backgrounds. Projects voice clearly and forcefully when necessary while under personal stress.

Written Communication and Data Entry: Prepares reports, forms, memo, grants, etc. This includes

the documentation of own observations and actions; statements of victims, witnesses, and suspects. Writes legibly using acceptable grammar, punctuation and spelling. Assures accuracy of information.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

Note: The successful applicant must be able to perform ALL the above job functions, unassisted, and at a pace and level of performance insistent with actual job requirements.

Other: In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event that an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.