



## Victim Service Coordinator Solicitor General

SG/5-344

### JOB SUMMARY

This position is responsible for providing information and assistance to the victims of crimes.

### MAJOR DUTIES

1. Advises victims of their rights and facilitates the exercise of those rights.
2. Defines and explains all aspects of the criminal justice system to victims.
3. Provides crisis intervention services to victims.
4. Assists prosecuting attorneys in formulating sentence recommendations.
5. Communicates sentencing recommendations to victims.
6. Attends bond hearings and communicates victim concerns to presiding judge.
7. Assists victims in the criminal warrant process.
8. Keeps victims informed during the trial process.
9. Educates victims concerning temporary protective orders; assists victims in completing application for such orders.
10. Attends pre-issuance hearings.
11. Identifies appropriate conditions and requirements for defendants to enter pre-trial intervention program; monitors compliance with program requirements.
12. Facilitates communication between probation officers and victims.
13. Assists in the preparation of Victim Impact Statements and Victim Compensation Forms.
14. Provides courtroom orientation to victims and witnesses.
15. Maintains database of community agencies offering assistance to victims and makes appropriate referrals.
16. Advises prosecuting attorneys of potential problems with victims/witnesses.
17. Coordinates and facilitates the County Victim Impact Panel for convicted drunk drivers.
18. Responds to questions from the general public.
19. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of the criminal justice system.
2. Knowledge of court procedures.
3. Knowledge of victims' rights.
4. Knowledge of computers and job related software programs.
5. Skill in the identifying problems and formulating solutions.
6. Skill in public and interpersonal relations.
7. Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Solicitor General assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

### GUIDELINES

Guidelines include The Victims' Bill of Rights, Solicitor-General Policy Letters and verbal directives, standard operating procedures, and The Georgia Criminal and Traffic Manual. These guidelines are generally clear and specific, but may require some interpretation in application.

### COMPLEXITY/SCOPE OF WORK

- The work consists of related duties in the advocacy of victims' rights. Dealing with people in crisis situations contributes to the complexity of the position.

- The purpose of this position is to provide information and assistance to the victims of crimes. Success in this position helps to ensure that victims' rights are enforced.

## **CONTACTS**

- Contacts are typically with co-workers, law enforcement agencies, judges, lawyers, victims, witnesses, defendants, probation officers, social service agencies, local educators, medical providers, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **SPECIAL CERTIFICATIONS AND LICENSES**

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

## **ADA COMPLIANCE**

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

## **HIPAA COMPLIANCE**

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

## **DRUG AND ALCOHOL COMPLIANCE**

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.