

**POSITION TITLE: VICTIM/WITNESS ASSISTANT, COUNTY COURT 1 AND II**  
9<sup>th</sup> Judicial District Victim/Witness Assistance Program  
Glenwood Springs and Rifle County Courts (two separate positions)

**GENERAL SUMMARY:**

Under the supervision of the Victim/Witness Coordinator, ensures implementation of victims rights as mandated by law, includes attending court hearings, trials, and witness management. Provides emotional support to victims and/or witnesses regarding criminal justice. Provides translation, as needed, for Spanish-speaking victims of crime.

**ESSENTIAL FUNCTIONS:**

1. Check advisements daily for victims of violent crimes. Assist Victims through bond modification process. Provide initial outreach to Domestic Violence and Sexual Assault victim when the police report first arrives at the District Attorney's Office, notifying them of the availability of services through their local Domestic Violence/Sexual Assault Prevention Programs as well as information on the criminal justice system, other social services agencies and the Crime Victim Compensation program.
2. Prepare and mail the "charging notification" letters with the Victim Impact Statement and include Victim's Rights pamphlet for cases in Garfield County Court including Domestic Violence and Sexual Assault cases. Review County Court cases and send as needed additional mailing on Victim Impact Statements, Victim Rights pamphlets, notifications and restitution letters.
3. Provides translation for Spanish-speaking victims of crime in the specific Court the Victim/Witness Assistant is assigned to (Rifle or Glenwood Springs). In addition, provides Spanish translation for victims in the Aspen Court and other 9<sup>th</sup> Judicial District Courts, on an as needed basis.
4. Assist victims with completing the Victim Impact Statements, restitution requests and the Crime Victim Compensation application.
5. Prepare and mail notifications on case progress and final disposition letters in Garfield County court cases including Domestic Violence and Sexual Assault cases..
6. Prepare and mail restitution form in traffic cases in Garfield County Court. Inform and assist victims/witnesses with restitution requests and witness reimbursement. Investigate restitution claims and prepare restitution orders for Garfield County Court cases. Prepare and mail notifications and final disposition letters for victims awarded restitution in County cases.
7. Update V/W database with victim information and track victim notification on the County Court cases. Track all Domestic Violence and Sexual Assault cases in the caseload which come through the District Attorney's Office - keeping statistical data in cases from arrest through sentencing.
8. Provide general information about the criminal justice system to victims and witnesses. Provide referrals to community service agencies.
9. Provide information to victims on the availability of financial assistance through the Victim Compensation Program. Send handouts, Crime Victim Compensation applications, brochures, etc. to victim's and assists victims with questions regarding the Victim Compensation process.
10. Escort victims to court and assist in the coordination witnesses needed at Motions Hearings and Trials.

11. The Victim/Witness Assistant works directly with the prosecuting attorney in preparing the cases for trial. They make the initial contact with the victims of violent crimes to assess any special needs the victim may have. Their work also includes setting up witness interviews, making travel and lodging arrangements, placing witnesses "on-call", educating witnesses to the working of the criminal justice system, coordinating the witnesses to appear in court and notifying all interested parties of the final trial verdict.
12. Filing documents in case files, and running dockets to review prior to & after court dates to insure that victim have been notified of the court date.
13. Assist in the preparation of quarterly reports for the funding sources VOCA, VAWA, etc, and maintaining necessary data on the program for funding sources.
14. Prepare subpoena's for witnesses in Preliminary Hearings, Motion Hearings and Trials and track waivers and personal service in County Court cases. Trial support and coordination with the Deputy District Attorney.
15. Attend community advocate meetings to provide and receive input on victim's issues.
16. Other duties as may be needed.

*The above functions are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

## **EDUCATION**

High school graduation plus experience in criminal justice or a human services related area.

## **SKILLS NEEDED:**

Bilingual required. Computer experience with word processing and databases (i.e., MS Word and Excel). Experience with and ability to work with the general public. Familiarity with the judicial system preferred. Filing and copying experience. Knowledge of the legal system and an ability to cope with stressful situations.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

## **PHYSICAL REQUIREMENTS**

*This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements.*

- Ability to enter and retrieve information from a computer system.
- Ability to generate various documents from a computer system.
- Ability to travel to and access all courtrooms.

*Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.*