



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Witness Coordinator</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Chief Investigator, Prosecuting Attorney</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>10/11</u>
DEPARTMENT: <u>Prosecuting Attorney</u>	JOB CODE: 603	

DEFINITIONS:

With general supervision, coordinates witnesses' appearance in court by preparing subpoenas, registering witnesses, scheduling dates for appearance and coordinating their appearances.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Prepares subpoenas for court; registers witnesses and officers for court appearances; answers inquiries from witnesses and law enforcement officers in regard to court appearances; maintains liaison with employers; contacts and notifies witnesses when court cases are canceled; records witness address changes on the computer and criminal file.

Maintains daily statistics and logs of subpoena activity; monitors subpoenas for fee assessment; mails subpoenas within and outside of County; receives notification from Sheriff's Department when inmate has been moved or no longer there; documents and calls off Writs; runs a daily list of witnesses subpoenaed for court.

Contacts Clerk's office for entry of appearance or if a continuance has been granted; records docketline for canceled cases; maintains schedule of law enforcement officers' vacation time in order to coordinate subpoenas for court; assists law students with witnesses and subpoenas.

KNOWLEDGE AND SKILL:

1. Good knowledge of standard office practices, record keeping and office equipment and computer software.
2. Good knowledge of the Missouri court system and trial procedures.
3. Good knowledge of Boone County policies and procedures.
4. Skill in organizing, scheduling and reviewing work.
5. Skill in the use of a personal computer.
6. Skill in establishing and maintaining cooperative working relations with other Boone County employees and the public.

MINIMUM QUALIFICATIONS:

High school diploma or GED and three years secretarial/office management experience; ability to type 50 wpm.

APPROVALS:

Department Director: _____ Date: _____
(signature)

HR Director: _____ Date: _____
(signature)