



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Victim Assistant</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: 500	

DEFINITIONS:

With general supervision, serves as victim advocate by for contacting victims of all property crimes, keeping them informed of the status of their cases and familiarizing them victim with court procedures and the legal system.

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.)*

Contacts victims when a case is filed; explains court procedures to victims; calculates, examines and determines restitution; acts as liaison between victims and prosecutor; informs victims of the status of their case; contacts and consults with law enforcement officers, Probation & Parole, Division of Family Services, utility organizations in an effort to best serve the victim and to locate witnesses; keeps victims informed of the status of the court case.

Informs victims of additional options available through the court system; places holds on stolen property at pawn shops; reviews all new cases to identify victims; ensures that defendants placed on probation are ordered to pay restitution

Reviews cases set for final disposition for restitution; provides supervision and training of student interns/volunteers; serves as backup for the Witness Coordinator, receptionist; enters data of victim statistics.

KNOWLEDGE AND SKILL:

- 1. Good knowledge of the Missouri court system and trial procedures.
- 2. Good knowledge of relevant laws and codes, and of accounting and bookkeeping procedures.
- 3. Good knowledge of standard office practices, record keeping and office equipment and computer software.
- 4. Good knowledge of Boone County policies and procedures.
- 5. Skill in organizing, scheduling and reviewing work.
- 6. Skill in the use of a personal computer.
- 7. 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 accounting/office management experience; ability to type 45 wpm.

APPROVALS:

Department Director: _____ Date: _____
(signature)

HR Director: _____ Date: _____
(signature)