



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Case Specialist</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Chief Investigator, Prosecuting Attorney</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>11/11</u>
<b>DEPARTMENT:</b> <u>Prosecuting Attorney</u>	<b>JOB CODE:</b> 205	

### DEFINITIONS:

With general supervision, reviews felony cases to identify victims of crime and provide crisis intervention and case management assistance for victims who are undergoing emotional trauma.

**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.)*

Review felony cases including murders, robberies, assaults and sex crimes, to identify victims of crime and effectively communicate with victims who are undergoing emotional trauma. Interview victims and assist them in preparation for testifying in court. Provide crisis intervention and case management assistance for victims of felony crimes and their families. Facilitate communication between the victim and the designated Assistant Prosecuting Attorney. Orient victims to the judicial process, advise them of their rights, and accompany them to court proceedings.

Provide assistance in filing applications for Crime Victims' Compensation. Notify crime victims of court events and assist them with completing Victim Impact Statements. Provide crime victims and their families with information regarding post-conviction victim assistance.

Must be able to work independently as well as part of a team to meet the needs of victims of crime. All other duties as assigned by the Chief Investigator, Office Administrator, or Prosecuting Attorneys.

**KNOWLEDGE AND SKILL:**

1. Thorough knowledge of the judicial process.
2. Good knowledge of the Missouri court system and trial 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. Good knowledge of local area referral services
6. Skill in organizing, scheduling and reviewing work.
7. Skill in the use of a personal computer.
8. Skill in establishing and maintaining cooperative working relations with other Boone County employees and the public.

**MINIMUM QUALIFICATIONS:**

Master degree and/or three years of law enforcement and investigations experience, or an equivalent combination of education and experience. Must be educated in cultural awareness and possess the ability to communicate in a non-biased manner with people of diverse ethnic, socio-economic, and religious backgrounds. Prefer victim related experience. Must possess a clear criminal history (excluding minor traffic violations), and a valid driver's license.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)