


JOB DESCRIPTION

<p>County of York</p>  <p>Human Resources</p>	<p>VICTIM WITNESS ADVOCATE SECRETARY DISTRICT ATTORNEYS' OFFICE</p> <p>EXTERNAL Posting</p> <p>Status: Full-time FLSA: Non-Exempt - Hourly Pay Grade 5 Salary: \$16.51 - \$18.40 Union: MSEA Reports to: District Attorney and Designees</p>
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JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

This position is responsible for being the initial contact person as reception within the Victim Witness Office, fielding interactions with Victim Witness Advocates and with the public. The duties are primarily administrative in nature and require a degree of flexibility to meet the needs of the office.

SUPERVISION RECEIVED AND EXERCISE

This position works under direct supervision of the Victim Witness Director/Supervisor. On-the-job training will be provided and evaluated over a six-month probationary period.

This position does not have any supervisory responsibilities.

ESSENTIAL DUTIES

- Maintain accurate updated contact information for victims of crime including physical and mailing addresses, phone numbers and emails. This involves contacting victims and law enforcement officers for accurate addresses and input into the database.
- Prepare and distribute letters and emails to victims of crime updating them of case status. This includes sending notices regarding upcoming court hearings, grand jury indictments, trials, plea and sentencing dates and final case disposition.
- Assist Victim Witness Advocates obtaining information and documents from the courts and updating victims of crimes.
- Document and process incoming victim impact statements and victim related mail and file with the court when appropriate.

- Receive restitution requests and forward to restitution clerk.
- Greet victims and witnesses when they arrive at the VW Office, take phone messages and schedule meetings for Victim Advocates.
- Prepare spreadsheets of lists of victims with names and addresses for mailings and emails.
- Provide court dates to victims who call into the office for upcoming court dates.
- File notices with the DOC and York County Jail for requests for notification of offender release and bail notification.
- Open cases for incoming investigative referrals, maintaining spreadsheets, coordination with prosecutors and forwarding investigative referrals to law enforcement when required.
- Maintain and distribute zoom links for hearings.
- Take restitution payments when required.
- Answer telephone and respond to inquiries via telephone and email.
- Assist victim/witness advocates and/or director with administrative tasks as needed.
- Provide back up for other staff when out of the office, as required.

MIMIMUM QUALIFICATIONS

Knowledge of:

- Good customer service skills.
- Professional and courteous demeanor.
- General Administrative / clerical skills.

Ability to:

- Have an organized and professional demeanor.
- Ability to review existing processes and provide input into improvements.
- Ability to work in a fast paced and confidential environment.
- Provide directions and act as a resource for the Victim Witness Office.
- Effectively communicate orally and in writing. (Via phone, email, memo, letters, etc.)
- Ability to prioritize and organize work effectively.
- Ability to work independently and with a team approach as needed.
- Willingness to attend trainings and coordinate with other victim service providers.
- Ability to develop and maintain harmonious working relationships with co-workers and customers.

EXPERIENCE AND CERTIFICATIONS

Experience:

Proficient with Microsoft Office Suite applications.

2+ years of administrative/clerical experience desired but will train the right candidate.

License or Certificate:

Valid Driver's License.

Education:

High School Diploma or GED

NECESSARY SPECIAL REQUIREMENT

- Must be 18 years of age or older.
- Must successfully pass a pre-employment background and reference check.
- Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

PHYSICAL REQUIREMENTS

Environmental Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in an office environment. The noise level in the work environment is moderately low. There may be intermittent interruptions from phones, public inquiries, and other staff.

Physical Conditions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time. The employee is frequently required to use hands and fingers to use computer keyboard, file, writing and answering phones. The employee is frequently required to walk and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. May be expected to lift and/or move up to 25 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Resumes and County Applications should be submitted to:

York County Human Resources
Attn: Linda Corliss
45 Kennebunk Road (mailing address)
149 Jordan Springs Road (physical address)
Alfred, ME 04002

www.yorkcountymaine.gov/careers-district-attorney

**Deadline: This position will remain open until filled.
A review of resumes/applications will be done periodically as received.**

York County Government is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected Veteran Status.