

## County of Grundy

### Job Description

**Date:** November 10, 2021  
**Job Title:** Victim Services Coordinator  
**Department:** State's Attorney  
**Reports to:** State's Attorney  
**FLSA Status:** Full Time, 40 hrs/week, Non-Exempt  
**Rate of pay:** \$21.50



### SUMMARY:

Services are provided by the Victim/Witness Program to help all crime victims and witnesses in Grundy County cases understand and deal with the Criminal Justice System through guidance and information.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Understand and provide victim and witnesses with their Crime Victim Rights provided per Statute
- Initial contact to all victims with information provided regarding charges and services that are available and financial aid
- Explain the Criminal Justice System
- Provide waiting room for victims and witnesses
- Case status notification to all victims including trial information, case disposition and any other court hearings on each court date.
- Write and maintain grants for this position
- Case Disposal information
- Restitution information at the initial contact, help with any questions or filling out forms and collecting amounts for each individual case
- Information and assistance regarding the Illinois Attorney General's Crime Victim Compensation Program
- Information and assistance with registering with the AVN Program (Automated Victim Notification) for defendant's that are in jail or IDOC
- Emotional Support and social services referrals sources
- Arrange translation
- Arrange transportation
- Assistance with Victim Impact Statements for sentencing hearings
- Court accompaniment
- Court advocacy
- Working with the Assistant State's Attorney's for a successful prosecution of cases.
- Serving as main contact between all victims and witnesses and the Assistant State's Attorney handling each case.
- Preparing victims and witnesses for trial or sentencing hearings.
- Coordinating available dates to testify with victims, witnesses and officers.

### OTHER DUTIES

- Part of an investigative team for sexual assault of children at the Child Advocacy Center.

- Educate the public in the form of presentations, newspaper and radio shows on crime prevention, crime trends and victim issues
- Serve as Coordinator to the Justice Assistance Board – Serves as Secretary Treasurer. The purpose is to help crime victims when no other resources are available and to provide prevention programs.
- Supervises the Deceptive Practice Program
- Coordinates the DUI Victim Impact Panel for defendants that have plead guilty in DUI cases.

#### **CONFIDENTIALITY**

- Must keep confidential all aspects of the position for the integrity of the cases in this office and the health and welfare of all victims, witnesses and staff.

#### **QUALIFICATIONS**

- Ability to maintain confidentiality and sensitivity in performing duties within the State’s Attorney Office.
- Ability to multi-task and prioritize duties in a fast-paced, quick to change, often stressful environment.
- Must perform all duties accurately and successfully

#### **MINIMUM REQUIREMENTS**

- Bachelor’s Degree in the fields of: Human Services, Criminal Justice, Social Work or related fields.
- Experience in forensic interviewing or must complete a course or training regarding interviewing of witnesses and children within six months of hire;
- Have extensive knowledge of the Criminal Justice System;
- Know local support agencies and resources for clients;
- Have extensive knowledge of Grant writing, Governmental Budgets and Checking Accounts;

#### **SUPERVISORY RESPONSIBILITY:**

None

#### **PHYSICAL REQUIREMENTS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- May be required to lift, push or pull up to 25 pounds.
- While performing the duties of this job, the employee is regularly required to sit.
- Specific vision abilities required by this job include close vision.
- The employee is required to use hands to finger, handle, or feel.

Any qualified applicant with a disability and requiring reasonable assistance or accommodation to the application and/or interview process should contact the HR Department.

**TO APPLY:** Candidates must meet the minimum requirements of the position in order to be considered. Send resume and salary requirements to [hr@grundycyco.org](mailto:hr@grundycyco.org) with “Victim Services Coordinator” in the subject line.

***No phone calls please.***

*Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1- 103 of the Illinois Human Rights Act (775 ILCS 5/1-103).*