

Vacancy Announcement
Iron County Prosecuting Attorney's Office
Crime Victim Rights Coordinator
Grant-funded Position
Full Time: 37.5 hours per week

Employees who meet the minimum qualifications for this position, which are shown below, and who have an interest in applying, may apply directly to Iron County Prosecuting Attorney's Office at any time during normal working hours prior to the expiration of the posting period for this announcement by submitting a *cover letter and resume demonstrating their qualifications for the position and a minimum of three professional references*. The complete position description is listed below. This is a grant-funded position and is funding dependent.

HOURS OF EMPLOYMENT: **37.5 HOURS PER WEEK**
Monday through Friday
8 am-4:00 pm with breaks per the Collective Bargaining Agreement
*Note this position may require some overtime at the discretion of the Prosecuting Attorney or Assistant Prosecutor

Starting Pay: \$19.68/hour

County benefits for full-time employees include Paid Time Off (PTO), Medical/Vision/Dental/Life Insurance options, paid holidays, and retirement fund options

GENERAL SUMMARY OF DUTIES:

This summary is not intended to be an all-inclusive list of duties required to be performed by the Crime Victim Rights Coordinator and should be viewed as general guidelines that should be considered along with other job-related selection or promotion criteria.

- *Send informational packets to crime victims;
- *Provide victims with forms to exercise their rights and ensures that statutory requirements regarding notification are fulfilled during each step in the prosecution of the case;
- *Assist citizens with filling out the paperwork to obtain a personal protection order;
- *Advise victims of court process, update victims and witnesses on court hearings

- and appearances and inform them of what occurred during proceedings;
- *Accompany victims to court hearings and read victim impact statements at court if necessary;
 - *Compile restitution amounts for losses suffered by victims and provide same to Court, defendant or his counsel, the victim, and the prosecution;
 - *Assist victims in completing application for compensation to recover expenses incurred as a result of a crime and provides information to victims concerning the crime victim compensation fund and process;
 - *Prepares reports to the State for reimbursement to the County for program expenses;
 - *Schedules appointments with the prosecuting attorney or assistant prosecutor for Victims and attend appointments with victims if deemed necessary by prosecutor/APA to support victim;
 - *Act as a liaison between the prosecutor/APA and the victim and the prosecutor's office, local domestic violence shelter, and child advocacy center;
 - *Attends trainings and monitors victim rights legislation and trends to ensure best practices are followed by the prosecuting attorney's office concerning victim rights;
 - *Prepares personal protection order violation paperwork, communicates with complainant concerning personal protection order violations, prepares subpoenas for personal protection order violation hearings and delivers subpoenas to appropriate police agency for service;
 - *Coordinates travel arrangements for victims and witnesses attending court from out of the area and prepares any reimbursement requests for victims and witnesses who attend court appearances;
 - *Develops and implements community activities in support of domestic violence awareness month, crime victim rights week, and sexual assault awareness month;
 - *Develops community outreach programs and implements the same concerning victim rights issues;
 - *Acts as coordinator for law enforcement partners and other agency partners in revising current coordinated protocols and/or develop, coordinate and implement new standard protocols for community partners regarding victim issues;
 - *Become trained as a handler for the in-office canine advocate and remain abreast of best practices and standards surrounding the use of a canine advocate;
 - *perform overtime duties as directed by the prosecuting attorney or assistant prosecutor;
 - *Coordinates and oversees the Sheriff's Victim Advocate Team ensuring a monthly Calendar for advocate teams is timely submitted to central dispatch, training with and securing training for victim advocates, and training others regarding the victim advocate team and its purpose;
 - *Performs redaction of protected victim information and LEIN information in all correspondence, reports, audio or video documentation;
 - *Perform any other office related functions as directed by the prosecutor or assistant prosecutor including but not limited to data entry, file management,

correspondence and pleadings.

MINIMUM QUALIFICATIONS: Bachelor's degree in a related field or a combination of education and progressively responsible experience in a Prosecutor's office or other legal setting providing a familiarity with the judicial system may be considered in place of a degree. Excellent spelling, grammar and punctuation skills desired. Computer skills required and knowledge of computers systems related to the operation of a prosecutor's office preferred. Must be able to handle a high-stress, high-paced work environment and be able to communicate and interact with the public in a positive manner. Must maintain confidentiality of victim information, court files as applicable, and law enforcement investigations. Knowledge of the legal system and the Michigan Crime Victim Rights Act preferred. Must be able to pass a criminal history background check.

APPLICATIONS DUE: Resume and references should be forwarded to the Iron County Prosecutor's Office, Attn: Chad A. DeRouin, 2 South Sixth Street, Ste.1, Crystal Falls, MI 49920. Electronic submissions will be accepted at cderouin@ironmi.org provided they are submitted prior to the expiration period and are submitted in .pdf format.

PHYSICAL REQUIREMENTS: This position requires the ability to perform the essential functions contained in the position description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.

- Ability to access filing systems.
- Ability to enter, retrieve and perform functions within a computer system;
- Ability to generate documents from a computer system.
- Ability to lift files/file boxes/office supplies up to 25 lbs.

WORKING CONDITIONS:

- Works in office, courtroom, and community setting;
- Exposure to individuals charged and/or convicted of a variety of criminal offenses;
- Exposure to persons experiencing a high-level of mental, emotional stress or trauma.