

**Accept and perform duties and tasks as assigned by the District Attorney and/or office manager.**

**Exercise complete discretion in the protection or releasing of confidential information and in the interpretation and administration of departmental policies and procedures within guidelines set by the District Attorney.**

Answer telephones, greet the public and direct inquiries to appropriate agencies and/or answer questions.

Assist in the management of case files.

Have general knowledge of typewriter, computer, adding machine, and other general office machinery as required by the position.

Have thorough knowledge of spelling, punctuation, alphabetization, word usage and sentence structure of the English language necessary to detect and correct errors in prepared material and to compose basic correspondence.

Have familiarity with modern office practices and procedures.

Be cross-trained to cover others in case of their absence.

Have the ability to work independently on difficult or complex clerical tasks; maintain records to prepare accurate reports; make decisions independently in accordance with accomplishing tasks and responsibilities with general instructions and guidance; exercise good judgment, courtesy and tact in public contacts; develop and maintain effective working relationships with other employees.

Maintain proficiency and education as it relates to the current state of the law concerning discovery. Create copies of police reports, compact discs, photographs, lab reports, victim impact statements, and other discoverable items, for the appropriate defense attorney. Maintain records and billing of discovery created.

Obtain and maintain LEADS certification.

Graduate of high school or completion of the equivalent GED certificate.

## **VICTIM WITNESS ASSISTANT**

Duties include but are not limited to:

Providing comprehensive services to victims and witnesses of all types of crime with particular emphasis on serious crimes against persons and property which may include, but are not limited to:

1. Maintaining and complying with all necessary grant requirements;
2. Informing victims and witnesses of their case status and progress;
3. Performing advocate duties for victims within the criminal justice system;
4. Assisting victims in recovering property damaged or stolen, and in obtaining restitution or compensation for medical and other expenses incurred as a result of the criminal act;
5. Preparing victims for pending court hearings by informing them of procedures involved;
6. Accompanying victims to court hearings;
7. Involving victims, when possible, in the decision-making process in the criminal justice system;
8. Assisting victims in obtaining the return of property held as evidence;
9. Assisting victims with personal logistical problems related to court appearances;
10. Develop community resources to assist victims of crime;
12. Coordinate with community partners in collection of information and assist in the implementation of safety plans for victims;
13. Assist victims in seeking Crime Victims Compensation benefits;
14. Generally encourage and facilitate testimony by victims and witnesses to criminal conduct;
15. Select, train and supervise volunteer and part-time victim assistants, and