

VICTIM/WITNESS ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for aiding crime victims and witnesses in coping with the criminal justice system. Work is performed under direct supervision of the District Attorney or an Assistant District Attorney. Supervision is not a responsibility of this class. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Accompanies victims/witnesses to court, grand jury, police departments, and other locations related to the criminal action;

Makes home and hospital visits to victims;

Contacts victims to ascertain such things as extent of injury, amount of damages, medical treatment received, restitution, property returned, etc.;

Provides assistance for victims in completing compensation claims and Crime Victims Board (CVB) affidavits;

Confirms with complainants and victims court appearance dates and times, postponements or cancellations and status of cases;

Obtains information for victims/witnesses such as prior criminal records, statements, medical reports, complainants' depositions, and defendant's dispositions;

Advises victims of the release of defendants and assists victim with registration for VINE program, NYS Division of Parole, and Department of Corrections Services for notification to victim of defendant's release;

Responds to routine telephone inquiries from police agencies, Child Protective Services, Child Advocacy Center, Department of Social Services, etc., relating to pending or disposed of criminal matters;

Responds to routine requests from other agencies such as Probation, Courts, District Attorney offices and the public concerning jurisdiction and court information;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Familiarity with the criminal justice system; ability to relate to victims and witnesses with regard to negotiating the criminal justice system; good judgment; tact and courtesy.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a comparable diploma, and two (2) years of paid work experience.

9/99; 10/02; 10/04; 1/09

Non-Competitive Class
[District Attorney's Office]