BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Administrative Assistant	A	1	3	Non-Exempt
POSITION TITLE: Administrative Assistant to Victim Services		**POSITION#**:		
☐**New** ☐**Revised (Check one)**		**Date:**		
SERVICE TYPE:				
Employee Name:		**Department: District Attorney**	**Supervisor: Stephanie Rath**	
FTE: .1		Employment Status: TEMPORARY		

Provides support services to Crime Victim Advocates.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Inform Victims of Rights and Resources Essential Duties: • Analyze new cases to identify crime victims requiring services. • Accurately and concisely document all activities in District Attorney Case Management System (PbK). • Provide written notification of court events and document compliance with victim rights and services. • Prepare and file documents with the court. Provide all relevant documents, brochures, and contact information of agencies for victim throughout case prosecution and post-disposition.	60%
2	MFA: Act as Liaison between Victim, Prosecutor and Court Essential Duties: • Prepares requests for no-contact deletions on defendant release agreements for filing with the court. • Ensures victim impact statements are provided to prosecutors, defense attorneys, and the court. • Document restitution information and file with the court as appropriate. • Prepares and files court documents as directed by the assigned Advocate. • Provide information by written communication to named victims of law enforcement investigations which are declined for prosecution	30%
3	Other duties as assigned	10%
Percentage for time in Victim Services		**100%**

Special Requirements <u>related to essential functions</u> e.g. certification, driver's license, professional licenses, bilingual, etc.

Hiring requires successful completion of a criminal background investigation and ongoing compliance with Federal, State and Local statutes.

Physical Requirements:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

Skills in operating basic office equipment including a personal computer utilizing word processing software. Skills in interacting with people under stressful conditions.

Ability to communicate effectively both orally and in writing; ability to meet and deal effectively with the public and other employees; ability to make decisions independently in accordance with established policies and procedures, and to use judgment in carrying out tasks and responsibilities; ability to maintain strict confidentiality; and to establish and maintain records, reports and other data, and the ability to work under tight deadlines.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee:_____ Date:_____

Immediate Supervisor:_____ Date:_____