

Victim Witness Coordinator CLARK COUNTY

Overview/Purpose of Position:

The District Attorney's Office has an opening for a full-time Victim/Witness Coordinator. This is a specialized professional level, legal services support position. This position is responsible for providing for the needs and protecting the rights of victims and witnesses of crime as set forth in Chapter 950 of the Wisconsin Statutes and "Marsy's Law" in Wisconsin's Constitution. This position performs duties of a complex nature including the administration and operation of the Victim Witness Program, record maintenance, report preparation and other duties as required.

Requirements:

A high school diploma or equivalent plus two years of vocational school or special certifications is required. A minimum of 2 years' experience in a prosecutor's office, law enforcement, social services or legal services environment is preferred. A combination of education and experience that provides the necessary knowledge, skills and abilities will be taken into consideration.

Applicants must be proficient in Microsoft Office Suite (including Word and Outlook), internet legal research, and accounting applications with basic knowledge of the principles of budgetary accounting.

The Victim/Witness Coordinator must be able to function independently within the framework of the District Attorney's Office, under the general supervision of the District Attorney, performing a variety of tasks that require individual initiative, decision making ability, and judgment based on the knowledge, procedures, policies, and applicable laws pertaining to the Victim/Witness Assistance program, while maintaining confidentiality.

Knowledge, Skills, and Abilities Required: Skilled in communicating orally and in writing with persons under emotional stress including the ability to listen objectively and exhibit trauma-informed listening skills. Ability to relate to individuals from various socio-economic backgrounds is required. Ability to effectively handle difficult and stressful situations involving people in crisis. Candidate must be detail-oriented, able to work independently and as part of a team, have ability to multi-task, organize, plan and complete tasks on time. Ability to establish and maintain effective working relationships by effectively communicating with court services staff, attorneys, law enforcement and the general public. Knowledge of the criminal and juvenile justice systems is preferred.

Benefits:

Minimum wage for this position is \$17.19 - \$19.56. This position qualifies for a full county benefit package including: health, dental, vision Wisconsin Retirement System with County match, disability, paid time off and paid holidays.

Apply:

To apply, please submit a cover letter, resume, and a Clark County employment application to: Personnel Manager, 517 Court Street, Room 205, Neillsville, WI 54456 or apply online at <http://www.clarkcounty.wi.gov> by **4:00 PM on Friday, October 29th**. All applications must be submitted with a cover letter and resume. Incomplete applications may not be considered.