



Position Title: Victim Witness Coordinator

Department: County Attorney's Office

Status/Shift: Full Time/Exempt

Annual Salary Range: **\$20.74 – \$28.71**
Dependent upon Experience

Posted: Open
Closing: Until Filled

Purpose/Scope:

Provides a broad range of support duties to reduce the emotional, financial and physical impact of criminal victimization, and to educate and assist victims in understanding the criminal justice process.

Essential Job Functions:

Serves as liaison between victims/witnesses, attorneys and police agencies with prosecutors. Works closely with prosecutors in preparation and prosecution of cases and case resolution. Meets with victims/witnesses. Contacts victims/witnesses for scheduled depositions, hearings, etc., and advising all prosecution participants of any court dates and/or changes in scheduled proceedings. Educates victims and witnesses about the procedures followed in prosecuting crimes and preparing them for trial. Advises and explains victims/witnesses of the outcome of any hearing. Provides crisis intervention referrals and support to victims and witnesses to meet their urgent emotional and/or physical needs. Ensures that the New Hampshire Crime Victims' Bill of Rights is adhered to in all cases. Works regularly from 8:00 a.m. to 4:00 p.m., Monday through Friday, but this salaried position requires great flexibility to accommodate as the need demands. Coordinates with the Child Advocacy Center to ensure proper coverage by all members of the multidisciplinary team.

Knowledge, Skills, and Abilities Required:

BA/BS in Human Services, Social Work or related field; and three years [preferred] of employment experience in counseling, criminal justice, social work or related field with counseling experience. Knowledge of basic issues of victimology and victim assistance. Knowledge of legal practices, procedures and the New Hampshire judicial system. Excellent judgment, tact, courtesy, maturity, and communication (written and oral) skills are all essential.

Submission Requirements: Employment application required. Resume and cover letter optional.

Apply to: Department of Human Resources

Email: careers@co.rockingham.nh.us

Mail or Drop off Applications to:

Rockingham County Human Resources Department, 111 North Road, Brentwood, NH 03833
Applications can be found online at: rockinghamcountynh.org/careers

EQUAL EMPLOYMENT OPPORTUNITY

Mandatory post offer physical, drug and alcohol testing for new hire. Criminal records check required.