

Victim Rights Specialist



Position Description

Status

Full-Time, Nonexempt

Compensation

B22

Bargaining Unit

Non-bargaining

Reports to

Victim/Witness Coordinator

Supervises

None

Position Category

Specialist

Summary

This position performs various secretarial and support functions for the legal staff of the office of the Prosecuting Attorney. Activities include preparing and processing legal documents and correspondence, maintaining case files and providing general legal secretarial support. Prepares felony and misdemeanor warrants and juvenile petitions for criminal arrests. Provides secretarial support on victim rights matters.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Provides secretarial support on victim rights matters. Coordinates with Victim Advocate on witnesses in various waiting rooms. Updates case files with returned victim rights letter information.
2. Answers telephone calls and greet visitors in person to respond to inquiries and/or directs to proper individual or department.
3. Prepares and types various reports, correspondence, and other documents. Proofreads documents for spelling, punctuation, grammar and format.
4. Prepares felony and misdemeanor warrants and juvenile petitions.
5. Receives, date stamps, processes and distributes incoming mail and other incoming documents.
6. Reviews scheduling book to ensure that the information is accurate regarding.
7. Backs-up other staff in the office and performs support functions.
8. Serves as a Secretary to an Assistant Prosecuting Attorney for tasks not directly related to court cases.

Competencies

Competencies are listed below. Detailed descriptions of these competency levels is available in the Performance Expectations and Development Guide (pages 32-42) available on the internet. [Click here.](#)

Reference the Core Competency Expectation Level stated on page one of this job description. Variances from the Performance Expectations and Development Guide are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is not required to perform necessary job duties.

Required Education and Experience

1. High School Graduation or equivalent.
2. Up to one year of specialized or technical training beyond high school in advanced coursework in word processing and legal secretarial areas.
3. One (1) year of experience in in a legal setting providing a knowledge of legal terminology and court procedures.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____