

BANKS COUNTY, GEORGIA
CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

INVESTIGATOR/VICTIM ASSISTANCE

PURPOSE OF CLASSIFICATION

The purpose of this classification is for investigating criminal cases for the District Attorney and for serving as victim services coordinator.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Prepares case summaries after arrest warrants are received; compiles police reports, requests crime lab reports, and orders prior criminal histories.

Establishes contact with victims; explains victims' rights and any special conditions that exist.

Assist with the preparation of court service materials, including crime lab reports, prior criminal histories, defendant statements, witness lists and medical reports.

Maintains records of victims' names, addresses, phone numbers, types of crimes committed against them, and defendants charged; documents all activity in case files.

Picks up warrants and reports from Sheriff's Department and local police department.

Issues subpoenas for trials and arranges service; telephones witnesses and schedule pre-trial interviews for witnesses with the District Attorney or Assistant District Attorney.

Maintains witness book, and schedules the court testimony of expert witnesses.

Provides information to victims regarding counseling services available through the victim assistance program; schedules appointments as requested.

Assists victims in filing victim compensation claim forms; gathers medical records, bills, and other data as needed.

Provides information by telephone regarding upcoming trials, victims' rights, restitution issues and other matters.

Interviews individuals wishing to prosecute cases in which no law enforcement agency is involved; confers with attorneys to determine whether or not to prosecute.

Assists domestic violence victims in obtaining temporary protection orders and attends hearings.

Provides and conducts "court school" to prepare child victims for testifying in court.

Interviews police officers and civilian witnesses to determine the facts surrounding each case, including conducting personal interviews before the grand jury.

Prepares victims and witnesses for court proceedings: explains criminal justice system and accompanies to trial as necessary.

Reviews case files with District Attorney or Assistant District Attorney; discusses preliminary hearings and grand jury presentations.

Notifies victims and witnesses of case dispositions, including jury verdicts, guilty pleas, and sentences.

Communicates with local probation office to ensure victims receive restitution.

Maintains victim assistance checking account; reconciles statements and processes payments to grant-funded employees.

Prepares annual grant applications; maintains statistics and prepares quarterly reports.

Attends preliminary hearings; writes or records the testimony of major witnesses and prepares testimony summaries for case files.

Attends arraignments; assists the District Attorney and Assistant District Attorney with conducting the court calendar call and entry of pleas.

Assists with grand jury selection and information; coordinates schedules of county and city law enforcement personnel; maintains witness lists.

Refers victims to local relief shelters and/or support agencies.

Provides information to defendants ordered to seek domestic violence counseling.

Recruits volunteers and interns.

Attends trials; assists with selection of juries and scheduling of classes.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by three (3) years previous experience and/or training that includes legal office work, office management, public interaction, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Knowledge of federal, state, and local laws governing the collection of evidence and testimony is required.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships. Requires the knowledge of the criminal prosecution procedures and practices.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Requires the knowledge of legal terminology and legal documents. Must be familiar with criminal case procedures and policies.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Banks County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.