



Fluvanna County, Virginia  
Department of the Commonwealth's Attorney  
Job Description

**VICTIM / WITNESS MANAGER**

<b>Job Class #:</b>	1711
<b>Pay Grade:</b>	19
<b>Category:</b>	Full-time (with benefits)
<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	Commonwealth's Attorney

**SUMMARY**

Performs intermediate technical work in the coordination of the victim-witness program; does related work as required. Work is performed under general supervision.

**ESSENTIAL FUNCTIONS**

**Providing direct services to victims of crimes; developing and implementing program procedures; maintaining files and records.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Helps develop procedures for informing the public and potential victims of the program.
- Counsels and interviews victims and witnesses.
- Assesses and refers witnesses to appropriate service agencies for needed assistance.
- Serves as a liaison between victims, witnesses and the criminal justice system.
- Receives copies of incident reports; prepares and mails letters and brochures on program to victims.
- Telephones or visits victim to explain program and their rights under Virginia law.
- Maintains contact with investigators on status of case.
- Relays pertinent information to victim when arrests are made.
- Maintains contact throughout court proceedings.
- Serves as a support person for victims/witnesses.
- Informs victims/witnesses concerning final case disposition.
- Ensures victims are aware of any compensation to which they may be entitled.
- Helps victims complete necessary applications forms.
- Maintains liaison with social service agencies that can assist victims/witnesses.
- Maintains records of client contacts.
- Prepares quarterly progress reports for program to include number of clients served and services provided; prepares financial reports.
- Prepares grant applications for the program.
- Performs related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of interviewing techniques and human behavior; thorough knowledge of the practices and techniques involved in counseling and crisis intervention; thorough knowledge of criminal justice system; ability to communicate ideas effectively both orally and in writing; ability to prepare concise written reports; ability to

establish and maintain effective working relationships with local law enforcement officials, victims of crime, associates, witnesses and the general public.

**ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in criminal justice or related field and some experience working in the criminal justice system.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

- Possession of an appropriate driver’s license valid in the Commonwealth of Virginia.

**POST OFFER REQUIREMENTS**

- Background Check

<b>Department Head Recommended:</b>	<b>HR Manager Approval as to Form:</b>	<b>County Administrator Recommended:</b>	<b>Board of Supervisors Approved:</b>
Aug 31, 2016	Aug 31, 2016	Aug 31, 2016	Sep 21, 2016; updated Jun 6, 2018