# Walsh County, North Dakota

# Job Description

**Job Title:** Victim Coordinator **Job Status:** Full-Time

**FLSA Status:** Non-Exempt **Department:** State’s Attorney **Reports to:** Paralegal and/or State’s Attorney **Date:** March 2025

## Nature of Work:

*This position provides a wide range support services to victims and witnesses of crime in Walsh County. Work is performed under the general direction of the State’s Attorney and the Paralegal in the SA office.*

Essential Functions of Work:

* To prepare an annual budget and maintain financial records of receipts and expenditures.
* To prepare yearly grants and submit reports as required by grantors, including, but not limited to daily time sheets, quarterly reports, statistical data and requests for reimbursement.
* To provide information about the criminal justice system to victims of crime.
* To inform crime victims of specific procedures within the criminal justice system and their various rights and responsibilities under the law. This includes notification of court appearances and cancellations, orientation to the courtroom, providing a safe waiting area, informing them regarding compensation through ND Crime Victims Compensation program and assist with application form.
* To inform victims of their right to submit a Victim Impact Statement and explain to them the importance of the statement.
* To provide appropriate community referrals to crime victims and any follow-up, if necessary, to assure that such referrals are successful.
* To work closely with the State’s Attorneys to assure victim notification and communication.
* Maintain membership and certification in accordance with the standards set by the North Dakota Victim Advocate Association.
* Maintain confidentiality and prevent disclosure of any information or records that reasonably could be used to locate or harass the victim or family.
* To assist the States Attorneys in preparing documents in victim cases and assist with witness preparation.
* To assist with the daily functions of the State’s Attorney’s office.
* To perform other duties as assigned by the State’s Attorney.

Work Requirements:

* Ability to respond to and empathize with victims of crime in a sensitive, non-judgmental manner.
* Ability to negotiate diplomatically.
* Ability to work some flexible hours.
* Good oral and written communication skills with the ability to do public speaking and grant writing.
* Knowledge and skills for use of common office equipment, including computer literacy. This includes proficiency with programs such as Microsoft excel, common email platforms, and web platforms.
* Ability to maintain a high level of confidentiality in the handling of sensitive information.
* Ability to establish and maintain effective working relationships with co-workers, supervisors and the general public.
* Ability to perform light physical work and to carry up to 30 pounds; the ability to stand, walk, sit, bend, twist, kneel and reach; the possession of hand/eye coordination sufficient to operate a personal computer and traditional office equipment; ability to talk and hear in person or by telephone; and the ability to see and read instructions and reports.
* Possess a valid drivers license and clear criminal record.
* Willing to submit to background check.

Required Minimum Training and Experience:

* 2-4 year degree (an Associate’s) in criminal justice, or related field, or three years experience in a field related to criminal justice.

**Clarification Clause:**

This job description is not intended and should not be construed to be a complete list of all skills, duties, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principal job elements essential in maintaining positions within the State’s Attorney’s office.The job description is not a contract. The County reserves the right to modify job descriptions at any time.

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**Employee Signature Date**