

## WITNESS VICTIM AIDE

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of an Assistant District Attorney, an incumbent in this position is responsible for preparing prospective victims and witnesses for appearance in court by making whatever arrangements are necessary to facilitate that appearance, by briefing witnesses in court room procedures and decorum, and by performing the necessary record keeping. Supervision is not a responsibility of this position. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Prepares and maintains appointment calendars for the unit and the Trial Bureau in general;

Determines, after appropriate investigation, witnesses' reliability for alert or standby status;

Arranges transportation and security precautions for victims and witnesses;

Coordinates with the Department of Social Services for baby sitting and other required services;

Coordinates with the Department of Public Safety's sex crime investigators where required;

Assists victims and witnesses in preparing for courtroom appearances;

Arranges pretrial conferences;

Conducts briefings for victims and witnesses on court operation, court room decorum, the manner of presenting testimony, the judge's role, and the manner in which they will be treated by defense counsel;

Obtains and coordinates assistance from Legal Aide, Crime Victims Compensation Board, lawyer's referral services, and social service agencies;

Conducts debriefing sessions;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Ability to relate to persons dealing with the courts and/or the Criminal Justice System for the first time, and to understand concerns of such people; initiative; good judgment; health commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High School diploma or equivalency and six months of general clerical experience.

West. Co.  
J. C.: Pending  
CCF797

Job Class Code: C1177  
Job Group V