



## JOB POSTING

**Posting Open:** 11-21-2018 **Close:** 11-28-2018  
**Department:** State's Attorney's Office  
**Job Classification:** Victim's Assistant (35 hours/week) **Grade:** 19  
**Position Availability:** 12-01-2018  
**Starting Pay Rate:** \$16.72/hr (\$34,777.60 annually)

Applicants may submit via email a cover letter, resume and completed Rock Island County employment application to:

**Rebecca Bernard, Office Manager**  
**Rock Island County State's Attorney's Office**  
**210 - 15th Street**  
**Rock Island, IL 61201**  
**bernardb@co.rock-island.il.us**

### VICTIM'S ASSISTANT JOB DESCRIPTION:

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**SUMMARY:** Works proactively under general guidance of the Office Manager within the State's Attorney's Office. Primary functions of this position includes but are not limited to: working directly with victims of crime in Rock Island County, making referrals and/or coordinating with social service agencies as necessary (counseling, services for the elderly, housing shelters, medical care, etc.), attending court with victims, serving as a liaison with prosecuting attorneys and law enforcement agencies, coordinating and communicating with witnesses, and performing grant-related application activities, statistics collection and generating reports.

Position is grant-funded through the Illinois Attorney General's Office Violent Crimes Victim's Assistance (VCVA) Program.

### ESSENTIAL JOB FUNCTIONS:

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.

- Works directly with victims of violent crime in Rock Island County.
  - Educates victims about the intricacies of the judicial process, their rights within that system, and options available.
  - Attempts to empower victims to follow through with the prosecution process, answers questions, attends court with victims, and provides support to victims.
  - Updates victims about the status of their case including criminal charge information, court dates, case updates, and dispositions (daily contact with some victims is not unusual);
  - Assesses and assists with the needs victims may have and makes applicable referrals for service (counseling, services for the elderly, housing shelters, etc.).
  - Assists victims with completing Victim Impact Statements, Restitution and Victim Compensation forms, and U-VISA paperwork and associated submission; helps victims register for Automated Victim Notification (AVN) and the National Victim Notification Network (VINE); answers questions about Orders of Protection and refers victims to Family Resources for assistance in obtaining Orders of Protection.
  - Explains restitution and the payment process, checks on status of unpaid restitution; serves as liaison in working with the Circuit Clerk's Office Accounting Division in answering questions and/or resolving restitution issues.
  - May assist victims with travel arrangements for court.
  - Takes digital photographs of victim injuries.
- Works proactively with attorneys and Rock Island County personnel; maintains liaison with local police departments; maintains awareness of services provided within community and makes referrals as necessary; makes presentations to community groups about domestic violence/victims; attends quarterly Victim's Assistant meetings within Illinois; participates in occasional after-hours events to raise awareness for victim's rights and the services our office provides.
- Completes grant application paperwork, collects statistics, and generates grant-related reports.
- The Victim's Assistant may have some involvement with coordination of witnesses for court and case update notification.
- Upon request of the State's Attorney provides analyses and documentation regarding a risk management.
- Each Rock Island County employee is responsible to engage in periodic activities that include, but are not limited to: (a) County-wide risk management/safety training session, and (b) departmental educational training, and/or (c) evaluation/physical improvement of departmental physical assets) that prevents, reduces, or corrects safety hazards.
- Performs other related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

**Ability to:**

- Perform daily duties according to established policies, procedures, and expectations.
- Maintain effective communication and working relationships with other employees and

the public; communicate with, and respond pleasantly to, a demanding and diverse public; ability to communicate clearly, both orally and in writing.

- Make objective decisions.
- Work independently with minimal supervision; follow oral and written instructions; prioritize work tasks; ability to coordinate multiple projects and activities simultaneously; meet deadlines.

**Knowledge of:**

- Crime victims' rights.
- Working knowledge of the criminal justice system and criminal court process.
- Working knowledge of State's Attorney's Office practices, policies and procedures.

**Skills:**

- Must be able to communicate with the public and other employees in a professional manner; must possess strong written and verbal communication skills.
- Operation of computer and proficiency in use of software applications essential to the functioning of the criminal justice process in Rock Island County (Tracker, PISTOLS, PVE, PCJIMS, Microsoft Office suite with emphasis on Word and Excel, and other legal-related software programs and systems as needed); operation of office equipment including multifunction devices, copy and fax machines.
- Critical thinking using logic and analysis to evaluate options to various situations.
- Must be able to obtain LEADS certification.

**MINIMUM QUALIFICATION REQUIREMENTS:**

**Education:**

- High School Diploma or equivalent GED; and Associate Degree in Law Enforcement, Criminal Justice, Psychology or related field required; or an equivalent combination of training and experience; Bachelor's Degree in related field preferred.

**Experience:**

- Requires two plus years' experience working in a fast-paced office and a minimum of two years' experience working with victims of crime; law enforcement, criminal justice and/or social services experience desirable.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.