



JOB DESCRIPTION

VICTIMS SERVICES COORDINATOR CPS, PROTECTIVE ORDERS AND ENVIRONMENTAL NUISANCE CLAIMS CLERK - COUNTY ATTORNEY

CLASS NO. 1013

EEOC CATEGORY: Office and Clerical

PAY GROUP: 104

FLSA: Non-Exempt

SUMMARY OF POSITION

Provides a broad range of secretarial and clerical assistance to the County Attorney's office as related to victims of domestic assault, Child Protective Service matters, in Matagorda County, including preparing legal documents and correspondence, gathering information for court cases and statistical reports, coordinating case schedules, contacting victims of domestic violence and directly working with 1st Assistant County Attorney in prosecution of protective order, CPS, and matters. Providing assistance to County Attorney in the prosecution of civil and criminal Environmental Nuisance cases. Assisting in notification to witnesses, victims, and partner law enforcement agencies of all court procedures, assisting crime victims with state-required paperwork, assisting crime victims to prepare for courtroom testimony.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: 1st Assistant County Attorney and County Attorney.
2. Directs: This is a non-supervisory position.
2. Other: Has daily contact with law enforcement personnel, attorneys, judges, court coordinators, employees in other county departments, crime victims and their families, and the general public, as well as any relevant County departments.

EXAMPLES OF WORK¹

Essential Duties

Contacts investigative officers in domestic violence and CPS case matters to gather supplemental file information related to these case matters;

¹ For the purpose of compliance with the Americans with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.

Establishes work files for 1st Assistant County Attorney and County Attorney to pursue domestic violence protective orders, CPS matters and assist in the creation of presentation of the effect of domestic violence and CPS matters. As needed to assist County Attorney and/or future assistant county attorneys to prosecute and pursue claims involving environmental nuisance, including estimates of monetary restitution to the County and establishment of damage estimates in environmental nuisance civil and criminal claims;

Logs and maintains statements for use by 1st Assistant County Attorney, prosecutors, the Court, and State reporting agencies;

Answers telephone for staff and opens and distributes mail;

Assists in trial preparation by contacting victims and their families, accompanying victims while in the courtroom, advising victims of court procedures, preparing witnesses and parties for courtroom testimony, typing summaries of witness testimony, preparing post-trial correspondence to victims;

Assists in maintenance of current court dockets and schedules for Protective Order, CPS trials and hearings;

Assist County Attorney or Assistants during court proceedings;

Assists victims by promptly notifying them of legal rights and court dates, completing paperwork required by state agencies, coordinating with Matagorda County District Attorney Crime Victim Assistance Coordinator and Crisis Center staff as needed;

Attend training programs and seminars as directed by County Attorney and 1st Assistant County Attorney;

Maintains liaison between County Attorney's office and other victims support agencies and volunteer groups within the community, speaking to victim support agencies and volunteer groups within the community to educate the general public concerning victim concerns, and to attend the MDT monthly meetings at the Crisis Center on behalf of the County Attorney's office to facilitate coordination with all departments and law enforcement agencies in Matagorda County on CPS and Protective Orders;

Assists in the identification of physical evidence;

Coordinates scheduling of witnesses and victim for trial, including the determination of a safe location to remain during the trial;

Maintains office and computerized records in an organized and accessible order;

Types correspondence, motions, docket schedules, notices, subpoenas, and other data as required to service CPS and Protective Order case matters

Assist in the documentation and preparation off reports to Office of the Attorney General of Texas;

Performs data entry and ensures accuracy of existing information in county-wide database and case management system (Odyssey).

Assistance to 1st County Attorney, County Attorney in prosecution and filing of environmental criminal and civil matters.

Other Important Duties

Performs such other related duties as may be assigned.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT²

Ability to lift 20-35 pounds frequently and 25-50 pounds occasionally;

Frequent reaching with arms, bending, twisting, standing, walking, stooping, and climbing stairs; and

Constant sitting and/or use of computer and office equipment.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: basic law procedures; and current secretarial and clerical practices.

Skill/Ability to: operate, or demonstrate ability to learn to operate a computer using standard work processing software; type accurately; operate modern office equipment, including typewriter, fax machine, copy machine, etc.; apply correct business English, spelling, punctuation, and arithmetic; establish and maintain effective working relationships with coworkers, judges, members of law enforcement agencies, members of various county and state agencies or offices, attorneys, and the general public; and maintain appropriate necessary certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school diploma, or its equivalent, plus at least one (1) year of experience as a legal secretary;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

² Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.