

Indiana County District Attorney's Office

Victim Rights Coordinator

COMPENSATION: \$16.00 per hour (2080 hours per year)

BENEFITS: Benefits available after 90 days probationary period (Medical, vision, retirement, life, paid time off)

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

Seeking a responsible person for a full-time position. This position is responsible for provision of a broad array of services to victims, witnesses, and surviving family members according to the guidelines set forth by PCCD (Pennsylvania Commission on Crime & Delinquency) and RASA (the Rights and Services Act). The Victim Rights Coordinator is responsible for documenting and providing services such as: notification of victim rights, court accompaniment, and assistance with prior comment, property return, restitution, victim impact statement, crime victim compensation and other services and referrals as needed. This role is critical in ensuring that crime victims, witnesses, and surviving family members are informed about the criminal justice system and aware of their rights.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

To perform this job successfully, an individual must be able to perform the essential requirements satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required.

- Knowledge of the criminal justice system, including the functional responsibilities of each component of the criminal justice system;
- Knowledge of the basic principles of victim assistance – and a willingness to learn through available/required trainings from PCCD and other victims' services agencies (mandated Basic Training, then 10 hours/year);
- Ability to carry out assignments requiring the organization of material and development of systems to perform the job effectively;
- Ability to work independently and within a group setting;
- Ability to express ideas effectively, both orally and in writing;
- Must be able to maintain confidentiality as required by the nature of the job;
- Ability to organize and categorize information in a database using Microsoft Word or Excel and transfer the information to PCCD through their E-Grant Reporting System;
- Must be able to pay close attention to details and concentrate on work.

Interested candidates should send resume, references, and cover letter to:

Melissa Miller, HR Director

825 Philadelphia Street

Indiana, PA 15701

mmiller@indianacountypa.gov