



Employee Job Description

Department: District Attorney's Office

Position Title: Victim Witness Coordinator (Part Time 25-27 hrs./week)

Pay Classification: P&A 05 (Entry wage - \$19.47/hr.)

Reports To: District Attorney and Director of Victim Services

Date of Job Description Creation/Update: 8/14/2024

Overall Descriptions of the Position:

Victim/Witness Coordinators will work within the District Attorney's Office and assist victims and witnesses in navigating through the judicial system of Mercer County, both in adult and juvenile court. The coordinators provide vital information to Judges, the District Attorney and Assistant District Attorneys to ensure victims are included in each step of the court process, as well as post-sentence and disposition. These positions are the link to assure that victims of crime receive their mandated rights, and crucial to restoring victims back to where they were before the crime occurred.

Position Requirements:

- High level of understanding of Pennsylvania's Consolidated Victim Service Program Standards
- Familiarity with The Pennsylvania Bill of Rights for Victims, Act 111 and the Crime Victims Act, 18 P.S. 11.101-11.5102
- Thorough knowledge and strict adherence to the Pennsylvania Code of Ethics for Victim Services
- Familiarity with Act 84 of Title 42 regarding Pennsylvania restitution laws
- Ability to speak calmly and confidently to convey information to victims, witnesses, police officers, defense attorneys and others in person and on the phone, who may be emotional and/or adversarial
- High level of organizational and prioritization skills
- Ability to work effectively and efficiently under strict legal time constraints
- Technical knowledge of personal computer operations including Microsoft Word, Excel, Windows, and ability to learn software such as CPCMS, JCMS, PMS and INFOCON
- Multitasking – able to deal with many time sensitive issues at one time
- Ability to work in a professional and confidential environment

- High level of communication and interpersonal skills allowing for effective interaction with judges, attorneys, police officers, other County agencies, crime victims, witnesses, experts at hospitals and crime labs
- Ability to comprehend various insurance company statements and documents, in order to properly prepare restitution amounts for the courts
- Ability to assist victims with Victims Compensation Assistance Program claim forms
- Ability to assist victims with SAVIN, the State Automated Victim Notification System, and with registering with the Office of the Victim Advocate
- Ability to express ideas clearly and concisely both orally and in writing
- Ability to work independently
- Ability to interview and elicit information from individuals in a non-threatening, calm and authoritative manner
- PA Child Abuse Clearances are required
- Valid Driver's License and ability to travel in-county

Position Duties:

The following duties are typical for the positions. Each individual position may require any combination of these duties.

- Performs victim advocacy work in accordance with Commonwealth of Pennsylvania Victim Rights and Services Act, which mandates the notification and participation in the criminal justice system for victims of crime and their families
- Inform victims of their rights, and the options they have on choosing whether to participate in court proceedings
- Instruct victims on courtroom procedures, processes, and in deciphering outcomes
- Assist victims in preparing Victim Impact Statements (VIS) for sentencing court and disposition hearings
- Provide court accompaniment for victims, as well as accompaniment to briefings by the District Attorney, police, and before the Pennsylvania Parole Board
- Notify eligible victims of their opportunity to file claims with the Victims Compensation Assistance Board, and assist them in gathering all documentation needed in order to file an on-line claim; this requires the coordinators to have specific training in the DAVE system
- Calculate restitution for Assistant District Attorneys to present in the courtroom, by contacting victims, ferreting out appropriate information, reviewing file for any substantiating information, collecting documentation and preparing an itemized summary sheet for the Judges
- Assess the danger factor (both emotionally and physically) for victims, and recommend both short-term and long-term solutions
- Inform and encourage victims to register with PA-SAVIN, for jail release notification
- Familiarity with all other Mercer County Human Service Agencies, and the services they provide, in order to make appropriate referrals
- Keep accurate statistics of number of victims and all services provided, to satisfy Pennsylvania Commission on Crime and Delinquency grant requirements

Minimum Education and/or Experience Required:

A four-year Bachelor's degree or an Associate's degree (Paralegal) or above and a minimum of 5 years' experience working in a legal or human services setting, or a combination of the above

Ability to attend and complete the Victim Witness Assistance Academy within 6 months of hire

Requires a minimum of 10 hours continuing education annually, per PCCD

To Apply:

Please complete the standard County of Mercer Application and send a letter of interest, salary history, and your resume to the following:

Mercer County HR Department
125 South Diamond St. Suite 17
Mercer, PA 16137

** The County of Mercer Standard Applications can be found at www.mercercountypa.gov or can be obtained by stopping in the Human Resource office located on the basement level of the Courthouse.

Deadline to Apply: June 20, 2025