Victim and Witness Coordinator - Attorney

Job Description

Department:	Attorney
Position:	Career Service
Grade:	722
Supervisory:	No
Reports to:	County Attorney

Summary

Under general supervision of a Supervising Deputy County Attorney, serves as a liaison between victims of crime and victim assistance volunteers. Serves as a liaison between victims and deputy county attorneys or the County Attorney. Assists the Utah County Attorney's Office with victim services, including but not limited to trial preparation, counseling, financial recoupment, and victim support groups. Assesses the needs of victims and witnesses and makes appropriate referrals to community services.

Essential Functions

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

1. Develop and coordinate services for crime victims on behalf of the Utah County Attorney's Office.
2. Serve as a liaison between prosecutors and crime victims; assist prosecutors in communicating and meeting with victims in their capacity as victims and as witnesses.
3. Develop and direct a network of victim assistance volunteers to assist with victim needs.
4. Notify victims of meetings, trials, court hearings, and case dispositions.
5. Assist prosecutors in preparing victims to testify in court.
6. Provide victims information about the criminal justice process; respond to requests for services and information; provide referrals to appropriate community resources.
7. Assist victims with restitution matters; obtain request necessary documentation from victims; coordinate with the court and probation departments to facilitate restitution payments.
8. Maintain records of victim contact information, victim interactions, and assistance provided.
9. Write and submit related grant applications and renewals; ensure compliance with grant requirements.
10. Coordinate travel arrangements for victims attending court hearings.
11. Assist prosecutors in the preparation of criminal protective and no contact orders.
12. Oversee the Victim and Witness Coordinator Volunteer Program through associated colleges and universities.

For Office Use Only

Job Code: 5006
Job Title: Victim and Witness Coordinator – Attorney
FLSA: Non-Exempt
Effective Date: 4/8/2026
Public Safety: No
Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

13. Make necessary arrangements for non-English speaking, impaired, and disabled victims and witnesses.
14. Attend and serve as a representative of the office at conferences and meetings regarding victim and witness assistance or coordination; present at conferences, as needed.

Knowledge, Skills, and Abilities

- Basic knowledge of the criminal justice process and victim rights
- Knowledge of, and relationships with, local community appointed and elected officials
- Skilled in organizing and developing volunteer efforts
- Skilled in word processing, data entry, spreadsheets, filing, record keeping, and record retrieval
- Skilled in interpersonal communication
- Skilled in reading, writing, and basic math
- Ability to stay calm while working with people in crisis situations
- Ability to work with minimal supervision in the development of printed materials and new programs
- Ability to maintain cooperative relationships with the public and other governmental agencies
- Ability to communicate effectively verbally and in writing
- Ability to type accurately and at an acceptable rate, based on job duties

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department, as well as directing the work of volunteers and providing feedback to schools as appropriate.

Work Environment

This job operates in a professional office environment or court room. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. Work may expose the incumbent to contagious or infectious diseases due to interactions with the public.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and listen. Specific vision abilities by this job include close vision and

ability to adjust focus. The employee works for sustained periods of time maintaining concentration and attention to detail. The employee is required to type, file, and lift supplies up to twenty (20) pounds. The employee regularly drives a motor vehicle.

Travel
Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Position Type / Expected Hours of Work
Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Required Education and Experience
1. Bachelor's degree or equivalent in Criminal Justice, Social Work, Sociology, Psychology, or a related field.
2. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience
1. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.

Additional Eligibility Qualifications
1. Bilingual proficiency in English and Spanish may be required for certain positions.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Incumbent must obtain, and thereafter maintain, certification for Utah Criminal Justice Information System access during the probationary period for new hires or the trial period for promoted County employees.
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement
It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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