



Brown County Human Resources

25 Market Street
Aberdeen, SD 57401
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www.brown.sd.us

Classification: Victim/Witness Assistant

Salary: \$47,000 to \$51,000; DOE

Department: State's Attorney

Reports to: State's Attorney

FLSA: Exempt

Opening date: 09/10/2021

Closing date: 09/24/2021

JOB DESCRIPTION

Summary/Objective:

A Victim/Witness Assistant aids those who have been victims or witnesses of crimes.

Essential Functions:

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

- Assist victims or witnesses in navigating and understanding the criminal justice system.
- Refer and coordinate services for victims and witnesses within and outside the criminal justice system, including Crime Victims Compensation, social service agencies, and other service providers.
- Assist prosecutors during trials in interviewing and preparing victims or witnesses for legal proceedings, assessing the strengths and weaknesses of cases.
- Ensures adherence to local, State and Federal statutes.
- Train and educate law enforcement and attorneys on services available to victims and witnesses.
- Represent the Brown County State's Attorney's Office at programs and events.
- Communicate with the media.
- Assist in preparing of grant application and supplemental reports.
- Maintain statistical data necessary for quarterly reporting.
- Perform other duties as assigned, including notifying supervisor of concerns.
- Read, analyze, and interpret legal documents, professional correspondence, technical procedures, and government regulations.
- Prepare clear and concise written incident reports.
- Understand changing legislation and apply it to the workplace.
- Maintain professional appearance and demeanor.

An Equal Opportunity Employer

Competencies:

- Stress Management/Composure.
 - o Dealing successfully with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
 - o Handle conflicts or complaints from the public.
- Problem Solving/Analysis.
- Teamwork Orientation.
 - o Work effectively with victims and witnesses of the criminal justice system.
 - o Establish and maintain effective working relationships with employees, other agencies, and the public.
 - o Work with minimum direction as well as to work as part of a team.
 - o Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Decision Making.
 - o Using initiative and independent judgement within established policy guidelines.
 - o Consistently demonstrate sound ethics and judgment.
- Communication Proficiency.
 - o Understand and follow written and verbal directions.
 - o Communicate effectively verbally and in writing.
 - o Present information in one-on-one settings and small group situations.
 - o Present information and respond to questions from employees, other county offices and the public.
 - o Principles and techniques of public relations and customer service, both in person and over the phone.
- Technical Capacity.
 - o Agency regulations, policies, office administrative processes and procedures.
 - o Use of specified computer applications.
 - o Record keeping principles and practices.
 - o Performing basic office support work.
 - o Operate various software programs on the computer including advanced spreadsheet development and word processing.
 - o Use County resources effectively and efficiently.
 - o Accurately organize and maintain proper documents and electronic files.

Supervisory Responsibility:

- This position has no supervisory responsibilities.

Work Environment:

- Works in well-lit and climate-controlled office. Uses Word, Excel, Outlook, the internet, copier, phone, scanner, adding machine, and other office equipment. May sit at desk or stand for an extended period.

Physical Demands:

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

- Reaching: extending hand(s) and arm(s) in any direction.

- Dexterity: picking, pinching, typing or otherwise working primarily with fingers rather than the whole hand or arm as in handling.
- Both Legs and Feet: Repetitive motions including operation controls on equipment and vehicles.
- Grasping: applying pressure to an object with the fingers and palm.
- Talking: expressing or exchanging ideas by means of the spoken work.
- Hearing: perceiving the nature of sounds without major correction.
- Repetitive motions: substantial movements (motions) of the wrists, hands and/or fingers; bend, balance, climb, pivot, stoop, lift, stand, kneel, or squat.
- Smell.
- Vision: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus, including a variety of lighting conditions.
- Heavy Work: Regularly lift and/or move up to 25 pounds; frequently lift and/or move up to 50 pounds; occasionally lift and/or move up to 100 pounds.

Position Type / Expected Hours of Work:

- Full-time; typically, Monday – Friday: Hours: 8:00 am to 5:00 pm.

Travel:

- Periodic travel within the State is expected for this position.

Education and Experience:

- A Bachelor’s Degree (Social work, Criminal Justice, or related field) or at least two years of work experience in a related field.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Must be 18 years of age and a U.S. citizen.
- No felony convictions.
- Possess or be able to obtain a valid SD driver’s license.

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 for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Apply by:

Submit cover letter and resume or Brown County application to:

- Brown County State’s Attorney’s office
22 Court St. Suite 2
Aberdeen, SD 57401

or

- Email: Ernest.Thompson@browncounty.sd.gov