

**POSITION DESCRIPTION
COUNTY OF FAYETTE, INDIANA**

POSITION: Information Coordinator
DEPARTMENT: CASA/Victim Assistance
WORK SCHEDULE: As Assigned
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: December 1997
DATE REVISED: February 2012

STATUS: Part-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Fayette County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Information Coordinator for Fayette County CASA/Victim Assistance, Victim Assistance Program responsible for assisting and counseling crime victims during the legal process.

DUTIES:

Maintains written and telephone communication with crime victims, discussing options, providing notice of impending court dates, providing case updates, and periodically attending court proceedings as requested by clients or Prosecutor.

Assists victims in obtaining needed services and assistance, such as counseling, legal, health/mental health, financial, and rehabilitation, including making referrals to community service agencies, arranging transportation, and serving as victim advocate as needed.

Prepares and processes restitution claims, and assists victims with claiming/retrieving stolen property and with filing victim impact statements/restitution requests.

Assists victims with various legal and court procedures, such as filing protective orders and requests with the court, attending hearings, and providing witness orientation. Documents and files reports such as court reports, impact letters, trial dates, and sentencing, and notifies clients of changes in statutes. Enters protective orders in appropriate computer program.

Maintains contact with Prosecutor and Deputy Prosecutors, presenting victim concerns, scheduling appointments and assuring court appearances, and assisting prosecutors in obtaining additional information pertaining to cases.

Answers telephone and greets office visitors, providing information and assistance, taking messages, or directing to appropriate personnel.

Assists in planning annual victim's rights week activities, including coordinating events, and contacting the media.

Maintains and updates information cards.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or GED.

Ability to comply with all employer and department hiring requirements, including passing a criminal background check.

Working knowledge of and ability to make practical application of Department policies and procedures, County court system, and related legal terminology and requirements.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare detailed reports.

Ability to type with speed and accuracy and properly operate standard office equipment, including computer, fax machine, telephone, printer, and copier.

Ability to effectively communicate orally and in writing with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to compile, collate, and coordinate data and make determinations based on data analyses.

Ability to apply knowledge of people and/or locations and occasionally plan and layout assigned work projects.

Ability to occasionally work extended hours.

Ability to occasionally testify in legal proceedings/court.

II. RESPONSIBILITY:

Incumbent performs a variety of duties according to supervisor with work priorities determined by service needs of the public and seasonal deadlines. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters. Decisions are always determined by specific instructions or existing, well established policies and procedures. Errors are prevented and detected through prior instructions from supervisor, legally defined procedures, and notification from other departments and/or the public. Undetected errors could result in inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, other County departments, and the public for purposes of exchanging information and counseling clients.

Incumbent reports directly to the Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting/walking at will, close vision, color perception, hearing sounds/communication, and lifting/carrying objects weighing under 25 pounds, such as case files. Incumbent is frequently exposed to emotionally distressed individuals, requiring swift, rational, and decisive action, and occasionally works extended hours.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Information Coordinator for the CASA/Victim Assistance, Victim Assistance Program describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee signature

Date

Print/Type name