

Authorization No.:
Position No.:
Pay Grade:
Date:

ISLAND COUNTY **SUMMARY JOB DESCRIPTION**

**POSITION: PARALEGAL/LEGAL ASSISTANT II - VICTIM-WITNESS
COORDINATOR**
POSITION NUMBER: 1811.00
CURRENT EMPLOYEE:
ANNUAL HOURS WORKED: 2080

1.0 MAJOR FUNCTION AND PURPOSE

1.1 Employee in this position provides paralegal, legal secretarial and case management support to all criminal Prosecuting Attorneys with special emphasis on victim-witness advocacy. Employee provides victim-witness advocacy to all victims of crime (misdemeanor or felony) committed by juveniles or adults.

2.0 SUPERVISION RECEIVED

2.1 Employee in this position is given significant discretion in the routine performance of his/her duties; supervision and guidance are received from the Deputy Prosecuting Attorneys, Office Administrator, Chief Criminal Deputy Prosecuting Attorney and the Prosecuting Attorney.

3.0 SUPERVISION EXERCISED

3.1 Employee in this position does not normally supervise staff.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

4.1 Review law enforcement reports to promptly identify victims and determine possible needs. Send necessary forms and promptly contact victims.

4.2 Orient victims to the criminal justice system. Respond to legal process and procedural questions as case proceeds through system; and provide support and assistance relating to victimization issues.

4.3 Assist victims in filling out Application for Crime Victims Compensation and corresponding with the Department of Labor and Industries CVC programs.

- 4.4 Document in case files any contact with victims and/or witnesses that will be helpful to Deputy Prosecuting Attorneys or support staff.
- 4.5 Accurate completion of written reports, statistics and records, including an annual report to the Office of Crime Victims Advocacy stating the number of clients served, types of services provided and a narrative of project effectiveness.
- 4.6 Maintain a list of social service agencies for counseling, support groups and financial assistance, with their phone number, address, eligibility requirements, program descriptions and a contact person, making initial contact and set appointment for the victim if necessary.
- 4.7 Make motel and travel arrangements for out-of-town victims and witnesses.
- 4.8 Assist in the delivery, explanation and follow-up of victim impact statements, applications for financial benefits and claims for restitution for inclusion in a Judgment and Sentence and/or Restitution Order.
- 4.9 Accompany the victim to court when necessary.
- 4.10 Provide non-judgmental practical and emotional assistance to victims of crime.
- 4.11 Coordinate and accompany victim to interviews with deputy prosecuting attorney, defense attorneys and law enforcement when necessary.
- 4.12 Provide victims with appropriate educational and preventative information.
- 4.13 Coordinate emergency transportation for victims when necessary for hearings, trial preparation interviews, and other appointments related to the criminal case.
- 4.14 Ensure compliance with Public Records Act and HIPAA.
- 4.15 Use of discretion and common sense to determine what immediate assistance might be useful to the victim. Maintenance of confidentiality at all times.
- 4.16 Provide face-to-face contact with a victim whenever possible.
- 4.17 Assist victims in learning their rights about obtaining an Order of Protection and what to do when the Order is violated.
- 4.18 Assist in Address Confidentiality Program applications as authorized by and trained by the State.
- 4.19 Coordinate with the Department of Corrections on release dates for the Victim Notification Program.

- 4.20 Seek and apply for grants to enhance victim services.
- 4.21 Assist in development of policies and protocols, such as Vulnerable Adult Protocols.
- 4.22 Responsible for the following paralegal and legal secretary duties to the Prosecuting Attorney and Deputy Prosecuting Attorneys:
 - a. Independently draft and prepare legal pleadings for criminal, juvenile and civil commitment matters filed in Superior Court and District Court from initial documents through adjudication.
 - b. Prepare pleadings for appellate briefs for cases filed in the Court of Appeals or the Supreme Court.
- 4.23 Criminal Trial Support:
 - a. Responsible for preparing and issuing subpoenas for all witnesses. Ensures subpoena is delivered to the sheriff's office for service.
 - b. Coordinate timing of appearance of all witnesses, both for in-court testimony, pre-trial preparations with the attorney and after-hour interviews with witnesses during the trial.
 - c. Draft necessary orders to reimburse witnesses for travel and expert witness testimony.
 - d. Coordinate with law enforcement and other agencies for transport of witnesses.
 - e. Coordinate schedules of victims, witnesses and attorneys.
- 4.24 Schedule Court Appearances:
 - a. Schedule matters on Court calendar such as suppression hearings, restitution hearings and show cause hearings.
 - b. Notify all parties of hearing dates and times.
- 4.25 Responsible for screening material to exclude non-discoverable material and provide and track discovery to opposing counsel. Understand and apply rules of criminal discovery.
- 4.26 Responsible for daily contact with the Island County Jail, coordinating the transport of defendants to and from court, informing the jail when charges have been filed on defendants to ensure they are not released and when charges are either declined or dismissed. Ensure prisoners are not detained illegally.
- 4.27 Responsible for gathering criminal history on defendants and witnesses, via telephone, letter, meetings and computer access with various agencies. Responsible for follow-up contacts to original jurisdictions.
- 4.28 Responsible for acting as a liaison between the Prosecutor's office, law and justice agencies and various state and county agencies.
- 4.29 Responsible for maintaining criminal files which includes confidential information.
- 4.30 Perform other tasks as directed.

5.0 DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

- 5.1 Knowledge and experience in all aspects of criminal law, court rules and procedures of District Court, Superior Court, Court of Appeals and the Supreme Court.
- 5.2 Excellent time management skills, both for self, supervising attorneys and trial witnesses. Knowledge of litigation support tasks, including preparation and marking of evidentiary exhibits and jury instructions.
- 5.3 Ability to reliably and independently, draft accurate, appropriate and effective legal documents, for approval by attorneys.
- 5.4 Excellent interpersonal and communication skills for dealing with police, lay witnesses, expert witnesses, attorneys, court staff and the public.
- 5.5 Ability to rapidly prioritize and accurately complete multiple tasks.
- 5.6 Good working knowledge of office equipment, multiple software programs and case management systems.
- 5.7 Ability to recognize and maintain confidentiality of sensitive materials.
- 5.8 Ability to quickly grasp new techniques, deal with rapid change in events, remain calm in stressful and sometimes hostile situations and relate to various personality styles in a professional manner.
- 5.9 Ability to effectively communicate with others, both orally and in writing. Able to work independently and be self-motivated to complete tasks by required deadlines while simultaneously working on other tasks.

6.0 EDUCATION, EXPERIENCE AND CERTIFICATES

- 6.1 High School diploma or equivalent.
- 6.2 Minimum five (5) years experience in paralegal/legal secretarial position; experience should demonstrate efficiency and awareness of statutory and court imposed deadlines as well as a broad-based legal background.
- 6.3 Experience in a support role through major felony trial or equivalent litigation.
- 6.4 Paralegal Certificate, Professional Legal Secretary (PLS) or equivalent work experience.
- 6.5 Valid Washington State Drivers License.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND EMPLOYEE, AND IS SUBJECT TO CHANGE AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.

DATE

DEPARTMENT HEAD

DATE

EMPLOYEE