

Madison County, Virginia  
**Application Instructions for Victim Witness Coordinator (Full-time)**  
July 20, 2023

**Madison County**

The Madison County Commonwealth's Attorney's Office is seeking candidates to fill the Coordinator position for the Victim-Witness Assistance Program. The Advocate works closely with the Commonwealth's Attorney's Office and Law Enforcement Agencies to assist victims by answering questions about the criminal justice system, identifying appropriate available services, and providing support throughout the investigation and prosecution including attending necessary court hearings.

The Advocate is responsible for working with the County and Commonwealth's Attorney's Office to comply with all grant requirements, including maintain required data and submitting necessary reports and budget information. The Advocate is also responsible for maintaining accurate client and program records and working with other agencies and non-profit organizations to serve victims in Madison County.

Must demonstrate the ability to work well with others, effectively communicate with a diverse community, and manage multiple assignments and deadlines.

Requires a high school diploma or GED coupled with experience in the criminal justice process, crisis intervention, or social services or equivalent combination of education and experience. Must have Virginia driver's license and acceptable driving record based on County criteria.

Information on Madison County, the position and the application procedures can be found at <https://www.madisonco.virginia.gov/>. Accepting Applications until August 4, 2023. EOE

*Following is supplementary information on the positions and application instructions for all interested individuals.*

Full-time employees are eligible for VRS retirement, employee health insurance (currently Local Choice-Blue Cross/Blue Shield) benefits, and holiday and vacation/sick paid time off. The current Madison County Personnel Policy is available on the County web site. Part-time positions are not eligible for these benefits. The hiring rate will depend upon the qualifications of the individual selected.

Applicants are to complete a Madison County employment application form and return it to Human Resource Generalist, Tillie Strothers P.O. Box 705; Madison, VA 22727 or to [tstrothers@madisonco.virginia.gov](mailto:tstrothers@madisonco.virginia.gov). Resumes (and limited additional relevant documentation) are encouraged and will be accepted but will not be considered a substitute for a completed County application form. General inquiries by the applicant via telephone or in person are discouraged.

The County will give preference to applicants that have appropriate experience and good people skills. Applications will be reviewed on the basis of apparent qualifications.

All applicants are expected to be qualified with applicable experience and certifications and possess a valid driver's license. All applicants must be able to pass a drug screening and criminal background investigation.

# Victim Witness Coordinator

Dept/Div: Victim/Witness Program/N/A

FLSA Status: Non-Exempt

## General Definition of Work

Performs difficult skilled human support and administrative work providing direct services to victims of crimes, coordinating, developing, and implementing program procedures and processes, and related work as apparent or assigned. Work is performed under the general direction of the County Administrator who delegates day-to-day supervision to the Commonwealth's Attorney, but is not an employee of the Commonwealth's Attorney, and in compliance with applicable grant funding.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Assists with victim/witness interviews; advises victims of rights; makes referrals for appropriate services; communicates court dates/status and aids with restitution matters.

Provides in-court assistance and support to victims and witnesses; assists Commonwealth's Attorneys with coordination between victims and witnesses and the court during dockets.

Enters data; maintains paper and electronic files for clients receiving program services.

Assists in preparing the annual program budget; prepares grant applications; maintains and monitors grant funding and ensures compliance with grant requirements.

Attends various training related to the program to stay abreast of local and State standards and statutes.

Participates in monthly meetings with other community agencies as they pertain to victim services.

Organizes and participates in community events that pertain to victim services.

Prepares and maintains a variety of files, records, and reports as needed or required.

## Education and Experience

High school diploma or GED and moderate experience in a court or criminal justice system, or equivalent combination of education and experience.

## Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel and frequently standing, walking and sitting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

Valid driver's license in the Commonwealth of Virginia.

Last Revised: October 16, 2019