

CRAIGHEAD COUNTY JOB OPENING

PROSECUTING ATTORNEY SECRETARY/COORDINATOR II

POSITION	VICTIM ADVOCATE AND WITNESS COORDINATOR- FINANCIAL
DATE OPENED	05/24/2023
FILING DEADLINE	06/02/2023
SALARY	BASED ON EXPERIENCE
EMPLOYMENT TYPE	Full-Time
WORK LOCATION	511 S. Union Suite 342, Jonesboro, AR 72401

JOB DESCRIPTION

To support victims of felony level crimes by offering information and referral services; assistance in court notification and accompaniment, finding transportation, and aid in requesting assistance from The State of Arkansas Crime Victim's Reparations Board. Assist Prosecutor in preparing cases for hearing and trials. This position is also the hot check and restitution coordinator. As the Hot Check Program is winding down, the position will be responsible for the final accounting.

JOB RESPONSIBILITIES

1. This position serves as the liaison between the Prosecuting Attorney and crime victims. The position also serves as an advocate for crime victims.
2. Reviewing case files assigned by the Managing Victim Witness Coordinator and inputting victim and witness information into case management.
3. This position will be responsible for maintaining physical files, as well as updating case management.
4. Maintain contact with victims from case opening to closing about various matters including case updates, court dates, etc. This would include referrals to outside resources such as the Arkansas Crime Victim's Reparations Board, VINE, Family Crisis Center, Court Connect, Arkansas Department of Corrections Victim Notification Coordinator, etc.
5. Contact victims and verify if any restitution is due to them.
6. Wind down the Hot Check Program. Maintain the accounting for the program.
7. Process and maintain accounting on several separate accounts and report to the State Auditor.
8. Accept, receipt, and enter restitution payments for pending cases.
9. Upon the direction of the Prosecuting Attorney or the Deputy Prosecuting Attorneys issue subpoenas for trial or Hospital Record's Act subpoenas.

10. Maintaining professional relationships with Law Enforcement Agencies, the Arkansas State Crime Lab, Medical Facilities, Child Advocacy Center, and other community-based resources.
11. This position will be the primary liaison with the Northeast Arkansas Children's Advocacy Center and the Prosecuting Attorney's Office. This would include attending MDT meetings.
12. Assist in the preparation of cases for trial, including but not limited to preparation of motions and orders, and evidence presentation. Assist victims in preparation and completion of victim impact statements.
13. Must document all victim contact and other work performed in case management system.
14. Must maintain confidentiality.
15. Perform any other related duties as required or assigned.

MINIMUM QUALIFICATIONS

EDUCATION: High school or GED, plus specialized schooling and/or on the job education in a specific skill area, e.g. data processing, clerical/administrative, equipment operations, etc, plus 3 years related experience and/or training, or equivalent combination of education and experience.

Must have knowledge of computer basics and a working knowledge of "Window's" based programs, Word and Excel.

PREFERRED QUALIFICATIONS

Minimum of bachelor's degree in social work, criminal justice, or other related field, plus specialized schooling and/or on the job education in a specific skill area.

PHYSICAL ACTIVITIES

While performing the duties of this job, the employee must frequently stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, talk or hear; and occasionally required to climb or balance, stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision and ability to distinguish between colors. The employee must occasionally lift and/or move up to 10 pounds.

BENEFITS

Employment with Craighead County includes health insurance for the employee with the option to "buy up" to include dependents. You can also elect to enroll in dental coverage, vision benefits and flexible spending account but will be responsible to pay the full premium for these benefits.

Employees receive a \$10,000 life insurance policy through The Standard. The County uses APERS for its pension plan with the employee contributing a mandatory 5.25% and the County contributing 15.32%. Paid time off is accrued at .03 hours per hour paid for vacation and personal time.

Vacation time can be taken after the 1st year of service. There are approximately 11 paid holidays per year.

FURTHER INSTRUCTIONS

Submit a resume via fax to (870) 933-4504 Attention: HR with the subject Victim Advocate and Witness Coordinator- Financial or by email to hr@craigheadcounty.org with the subject Victim

Advocate and Witness Coordinator- Financial by the close of business on June 2, 2023. Resumes can also be mailed to Craighead County Judge's Office, Human Resources, 511 Union Street, Suite 119, Jonesboro, AR 72401. Please make sure you reference Victim Advocate and Witness Coordinator- Financial in your cover letter.

As an equal opportunity employer, Craighead County is committed to recruiting, retaining, and promoting employees who are reflective of the County's diversity.

We thank our Veterans for their service to our country and encourage them to apply.

Bilingual applicants are also encouraged to apply.