

JOB VACANCY ANNOUNCEMENT

Date of Posting: 4-8-15

The following full time position is available. Interested parties may obtain an application form from Marion County Human Resources Office or Marion County website: <http://co.marion.ia.us/offices/hr>. Please submit your cover letter, resume, writing sample and application form to the Marion County Attorney's Office, ATTN: Ed Bull, 214 E Main St, Knoxville IA 50138 by April 22nd at 4:30 pm.

Job Title: Victim/Witness Coordinator
Department: Marion County Attorney's Office, 214 E Main St, Knoxville
Pay: \$37,500 annually
Start Date: July 1, 2015

Essential Functions and other Details of the Job:

- Ensure county compliance with the Victims' Rights Act under Iowa Code 915.
- Provide direct services to victims and witnesses of crime, including the following:
 - Act as a liaison between victims and witnesses of crime and the Marion County Attorney's Office throughout the duration of criminal prosecution.
 - Prepare victims and witnesses of crime for court and accompany them to court hearings.
 - Make appropriate referrals to other community resources.
 - Promote the IowaVINE system at www.vinelink.com.
- Assist crime victim in applying to Crime Victim Compensation program.
 - Explain maximum benefits of the Crime Victim Compensation program to primary victims and secondary victims.
 - Contact local Law Enforcement agency to obtain case number, investigating officer, location of crime, date crime occurred, date of the crime reported, date of crime discovered.
 - Assist CVAD in repayment of funds from defendants to insure ongoing funds.
- Maintain records regarding victim registration and notification.
 - Provide the Clerk of Court, Sheriff/Jail, Department of Corrections, Board of Parole, and Department of Justice with victim contact information of registered victims.
- Establish and maintain communications with other agencies.
- Evaluate program and implement improvements using current victims' rights information
- Research victim/witness issues and develop resources for the program.
- Assist and implement Truancy and Mediation Programs within the County Attorney's Office

Minimum Education and Experience:

- Social Science BA/BS from an accredited university or college
OR
- Previous experience as VWC in a County Attorney's Office
- Certification from ICASA, ICADV, IOVA preferred
- Previous ProLaw experience preferred

Interested parties are encouraged to read the full job description available at the Marion County Human Resources Office or Marion County's website. This job vacancy notice will be posted for a minimum of 10 days.

The County Attorney shall have sole discretion to fill any vacancy.
MARION COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

MARION COUNTY
JOB DESCRIPTION

		Department:	County Attorney
Job Title:	Victim/Witness Coordinator	FLSA Designation:	Exempt
Effective Date:	April 2015	Reports To:	County Attorney

PURPOSE

Ensure County compliance with the Victims' Rights Act under Iowa Code 915.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Communicating with victims of crimes who meet Iowa Code 702.11 as well as any other felony or aggravated misdemeanor which involved the actual or threatened infliction of physical or emotional injury to one or more, as well as victims of crime, and/or the family of victims who have died or have been rendered incompetent or who are under the age of 18 years, the right to register with the Marion County Attorney's Office. Registering with the Marion County Attorney's Office includes the following under Iowa Code 915.13:

- 1.) The scheduled date, time and place of a trial, and the cancelation or postponement of a court proceeding that was expected to require the victim's attendance, in any criminal case relating to the crime for which the person is a registered victim.
- 2.) The right to restitution for pecuniary losses suffered as a result of crime, and the process for seeking relief.
- 3.) The victim's right to make a victim impact statement (VIS) in written, oral, video, or audio communication, and procedure for filing the VIS.
- 4.) The date on which the offender is released on bail or appeal.
- 5.) The right to be informed of any plea agreements related to the crime for which the person is a registered victim.
- 6.) The filing of a motion to reopen a sentence of a defendant pursuant to section 901.5B. Notwithstanding section 915.10, the notice shall be served by certified mail. Notice shall include the schedule date, time and place of any hearing to reopen a sentence and that the victim has thirty (30) days from the date of the service of the motion to file a written objection with the court.

Provide direct services to victims and witnesses of crime, including the following:

- 1.) Act as a liaison between victims and witnesses of crime and the Marion County Attorney's Office throughout the duration of criminal prosecution.
- 2.) Prepare victims and witnesses of crime for court and accompany them to court hearings.
 - a. Preparing subpoenas.
 - b. Victim/Witness prep.
 - c. Facilitating meeting between the County Attorney/Assistant County Attorney and victim and/or witness.
 - d. Arranging transportation and/or housing for victims/witnesses
 - e. Processing witness fees.
- 3.) Make appropriate referrals to other community resources.
- 4.) Promote the IowaVINE system at www.vinelink.com.

Assist crime victim in applying to Crime Victim Compensation program

- 1.) Explain maximum benefits of the Crime Victim Compensation program to primary victims and secondary victims.
- 2.) Contact local Law Enforcement agency to obtain case number, investigating officer, location of crime, date crime occurred, date of the crime reported, date of crime discovered.
- 3.) Assist CVAD in repayment of funds from defendants to insure ongoing funds.

Maintain records regarding victim registration and notification

- 1.) Provide the Clerk of Court, Sheriff/Jail, Department of Corrections, Board of Parole, and Department of Justice with victim contact information of registered victims.
 - a. Collect and deliver letters from the County Attorney/Assistant County Attorney to assist the Board of Parole in accordance with Iowa Code 901.9 as well as other pertinent victim registration information.

Establish and maintain communications with other agencies

- 1.) The VWC and the juvenile court should coordinate efforts to prevent duplicate notification under 915.13 and 915.24.
- 2.) Assist local law enforcement in ongoing education pertaining to Iowa Code 915.11, and providing Victim Registration forms to each department so they may disseminate to victim of crime as stated in 2. a. of this job description.

Evaluate program and implement improvements using current victims' rights information

Research victim/witness issues and develop resources for the program

Assist and implement Truancy and Mediation Programs within the County Attorney's Office

Other duties as assigned

MINIMUM EDUCATION AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Social Science BA/BS from an accredited university of college or previous experience as VWC in a County Attorney's Office.

Certificates, Licenses, Registrations

Certification from ICASA, ICADV, IOVA preferred

MENTAL AND PHYSICAL COMPETENCIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Language Ability

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of United States money and weight measurement, volume, and distance.

Cognitive Demands

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Equipment Used

Computer

Printer

Copier

Telephone/Fax Machine

Physical Demands

Typical office environment involving sitting, walking, occasional bending, lifting and carrying paper and related light objects generally weighing 10 lbs. or less. Horizontal and vertical reaching motion is required. Aptitudes required are those typically associated with clerical operations including clerical, numerical and forms perception, clarity of vision 20" or less to view computer screens, legal documents and property description cards; eye/hand/foot coordination, hand and finger dexterity, motor coordination, hearing and conversation skills.

Environmental Adaptability

Work is performed in a typical office environment and has no unusual exposure to environmental issues.

Marion County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.

MARION COUNTY

APPLICATION FOR EMPLOYMENT

If you need help to fill out this application form or for any phase of the employment process, please notify the person who gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time. Please complete all sides of the form. If more space is needed to complete any questions, use an extra sheet of paper. Print clearly; illegible applications will not be processed.

All qualified applications will receive consideration without unlawful discrimination because of race, creed, religion, color, sex, sexual orientation, gender identity, age, national origin or disability.

Last Name	First	Middle
Street Address	Are you at least 18 years of age? Yes _____ No _____	
City/Town	State	Zip Code: _____
Position you are applying for: (Maximum of 2) 1. 2.		Telephone Number(s) () ()
		Date Available:
		Email Address:
Have you ever been employed by Marion County? Yes _____ No _____ If yes, give dates you were employed:	Position	Reason for Leaving

List all of the formal education that you have completed. Use a separate sheet of paper if you need additional space.

Name/Location	Did You Graduate?	Major Subject
High School(s)	YES _____ NO _____ If no, list the highest level completed:	
College(s)	YES _____ NO _____ If no, list the highest level completed:	
Trade School(s)	YES _____ NO _____ If no, list the highest level completed:	

List employment starting with your most recent job during the past 10 years. Account for any time period that you were unemployed by stating the nature of your activities. Use back or separate sheet of paper if necessary.

Employer: Telephone #: ()	From:	To:	Pay level per: (Yr/Mo/Wk/Hr)
Address:	Job Title:	Describe your duties:	
City, State, Zip Code	Supervisor's Name:	Reason for leaving:	
Employer: Telephone #: ()	From:	To:	Pay level per: (Yr/Mo/Wk/Hr)
Address:	Job Title:	Describe your duties:	
City, State, Zip Code	Supervisor's Name:	Reason for leaving:	
Employer: Telephone #: ()	From:	To:	Pay level per: (Yr/Mo/Wk/Hr)
Address:	Job Title:	Describe your duties:	
City, State, Zip Code	Supervisor's Name:	Reason for leaving:	
Employer: Telephone #: ()	From:	To:	Pay level per: (Yr/Mo/Wk/Hr)
Address:	Job Title:	Describe your duties:	
City, State, Zip Code	Supervisor's Name:	Reason for leaving:	
May we contact your current employer? Yes _____ No _____			

List any professional, trade groups, organizations, machinery/tools operated in past, or special skills that you consider relevant to your ability to perform this job:

Were you in the Military? Yes _____ No _____ Branch: _____

Do you have any experience from your military service that would be relevant to the job(s) for which you are applying?

If yes, please explain: _____

Have you ever been convicted of a felony? (For purposes of this questions, convicted includes plead guilty, plead no contest or been given a deferred sentence of judgment.) Yes _____ No _____

If yes, please explain: _____

Note: A conviction will not automatically disqualify an applicant for a particular job and that the type and seriousness of the crime, the frequency of violations, the date of conviction, and the applicant's entire work and educational history will be considered.

Have you been given a job description or had the requirement of the job explained to you? Yes _____ No _____

Answer the questions in this box only if you have received a copy of the job description or had the requirements of the job thoroughly explained to you.

Do you understand the requirements? Yes _____ No _____

Can you perform the requirement of this job with or without reasonable accommodations? Yes _____ No _____

If the job requires, do you have the appropriate valid driver's license? Yes _____ No _____

DL#: _____ Type: _____ State of License _____

Have you had any moving violations? Please describe:

Signature: (if signed at different time than below) _____ Date: (if different than below) _____

I understand:

That completing this application does not constitute an offer of employment.

That in connection with the application process, Marion County may conduct a background investigation and request information from my past employers, education institutions, personal references, and any public or private agencies that have issued me either a professional or vocational certification or license. I understand that such investigation may also include, but is not limited to, any criminal records and motor vehicle driving records. I have read Marion County's Applicant Background Checks and Employee Investigation Policy, which I fully understand and which indicates that if Marion County utilizes the services of a consumer reporting agency, the Company follows the provisions of the Fair Credit Reporting Act and will provide a notice to the applicant and request a separate Release of Information form from the applicant.

That I may be required to complete a medical history form and may be required to be examined by a medical professional designated by Marion County at the post-offer stage. I agree that Marion County shall be entitled to receive full and complete reports and records governing any medical or related examinations, and I authorize any and all such doctors, medical examiners, and clinics/hospitals to give to Marion County full and complete reports and records covering such examinations.

That use of illegal drugs is prohibited during employment and that I may be required to undergo and successfully pass a screening for alcohol and/or drugs that is included in a post-offer pre-employment physical examination. I also understand that, if employed, I may be required to submit to an alcohol or drug screening according to state law. I agree that Marion County shall be entitled to receive full and complete reports and records governing any alcohol or drug screening, and I authorize any and all such doctors, medical examiners, and clinics/hospitals to give to this organization full and complete reports and records covering such examinations.

That if I sustain any injury or illness while in the employment of this organization, I agree that Marion County shall be entitled to receive full and complete reports and records governing any medical or related examinations, and I authorize any and all such doctors, medical examiners, and clinics/hospitals to give to Marion County full and complete reports and records covering such examinations, condition, care and treatment related to or resulting from the alleged illness or injury.

That if employment is obtained under this application, I will comply with all rules and policies of the organization. I agree to be responsible for the organization's property and equipment issued to me by the organization until returned by me. I agree to pay for property and equipment not returned, and authorize the organization to withhold an amount equal to the value of the property not returned by me from my final pay.

That this employment application and any other employee related documents are not contracts of employment and that Marion County follows an "employment at-will" policy that an individual who is hired may voluntarily leave employment or may be terminated by the employer at any time for any or no reason. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

That this application will be active for a period of 60 days; after that time, if I wish to be considered for employment, I must submit a new application.

Smoking Ban Notice:

Applicants for employment with Marion County are advised that smoking is banned by state law (Iowa Code Chapter 142D) on all Company grounds and in all Company facilities which includes motor vehicles and equipment. Applicants are further advised that their job duties may include entering into areas where smoking is not regulated and where smoking is occurring. (Iowa Code Section 142d.6(2))

I have provided complete and truthful information to Marion County regarding all sources of information about my past employment, education, licensure, certification, criminal conviction record, as well as any other information requested in the employment application, and have been fully informed that any misrepresentations or material omissions concerning such information will be grounds for denying my application, withdrawing any offer of employment, or immediate discharge.

I have carefully read all the statements regarding requests, authorizations, consents and releases and have voluntarily agreed to assist Marion County in evaluating my qualifications for employment and in meeting the business necessity of hiring honest, trustworthy, reliable and non-violent employees who do not pose a risk of serious harm in the workplace.

I understand that with the exception of any credit or investigative reports received under the Fair Credit Reporting Act, all information and documents generated, received or maintained by Marion County during, or as a result of, its investigation will be maintained as confidential information in Human Resources and Marion County will not release such information or documents to me.

Signature of Applicant:

Date:

NOTICE OF APPLICANT BACKGROUND CHECKS AND EMPLOYEE INVESTIGATIVE POLICY

Marion County recognizes the importance of maintaining a safe workplace with employees who are honest, trustworthy, qualified, reliable and non-violent, and do not present a risk of serious harm to their co-employees or others. For purposes of furthering these concerns and interests, before hiring an individual, Marion County reserves the right to investigate the individual's prior employment history, personal references and educational background, as well as other relevant information that is reasonably available to Marion County. In hiring for certain positions, Marion County may review an applicant's credit report and criminal background, if any. Consistent with these practices, all job applicants will be asked to sign a provision form, request, authorization, consent and release of information to Marion County and release form liability for disclosure of information included in Marion County's application form. Consistent with legal requirements, Marion County reserves the right to exclude any applicant from consideration for employment, where the applicant refuses to sign the application form as requested.

In addition, Marion County may occasionally find it necessary to investigate current employees, where behavior or other relevant circumstances raise legitimate questions concerning work performance, reliability, honesty, trustworthiness, or potential threat to the safety of co-employees or others. Employee investigations may, where appropriate, include credit reports and investigation of criminal records, including appropriate inquiries about any arrest for which the employee is out on bail. Employees subject to such investigations are required to reasonably cooperate with Marion County's lawful efforts to obtain relevant information, and may be disciplined up to and including discharge for failure to do so.

All employees are strongly encouraged to immediately report any incidents of potentially threatening, harmful or criminal behavior of co-employees, supervisors, customers, clients or visitors that may negatively affect the safety, security, productivity or financial interests of Marion County or its workplace to Human Resources.

Marion County's separate policies regarding Company Property, Security, Privacy and Searches, and its Drug-Free Workplace Policy, provide further information about Marion County's discretion to investigate employees and mandatory employee reporting obligations. After receiving an offer of employment, any job applicant who wishes to review these policies before deciding whether to accept employment may do so by contacting Human Resources.