



Victim Witness Coordinator

Explore. Thrive. Belong

Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.

ABOUT DISTRICT ATTORNEYS' OFFICE OF JEFFERSON COUNTY

The District Attorney's Office of Jefferson County is seeking a dedicated Victim Witness Coordinator to support witnesses through the legal process.

WHAT YOU WILL DO

In this role, you will provide vital support and assistance to victims and witnesses of crimes, guiding them through the legal process and offering necessary aid to the District Attorney's office.

SOME ESSENTIAL RESPONSIBILITIES

With excellent attention to detail and customer services skills, you will be successful in this role by completing the below key tasks and responsibilities:

- Oversees adherence to Marsy's Law as well as other legal requirements which protects victims' rights.
- Monitors pending legislation, keeping up with legislative changes to adapt practices that comply with new laws.
- Provides support and information to crime victims and witnesses adhering to Trauma Informed Care principles offering support that acknowledges the psychological impact of crime.
- Assesses cases to identify statutory victims and informs them of their rights proactively reaching out to victims to inform them of their rights ensuring they are aware and can exercise these rights.
- Identifies potential language barriers and employs appropriate strategies ensuring effective communication to support all victims and witnesses.
- Monthly and bi-annual reporting and assisting with the Victim Services budget.

Requirements:

- Associate degree in social services, counseling, criminal justice, or other field involving advocacy, support, or administrative tasks related to working with people in stressful situation and one to two year's related experience, or any equivalent combination of education, training, and experience.

Preferred Requirements:

- Bachelor's degree in social services, counseling, criminal justice, or other field involving advocacy, support, or administrative tasks related to working with people in stressful situation and one to two year's related experience, or any equivalent combination of education, training, and experience.

Wage & Benefits

Starting hourly wage is \$27.76 - \$30.95/ hour depending on qualifications; full range extends to \$35.72/hour. Jefferson County offers an excellent, comprehensive benefits package. [Click Here for 2024 Jefferson County Benefits](#)

Benefit Highlights

- *2 weeks paid vacation* Health insurance* Health insurance Opt Out Plan * Dental & Vision insurance*
- * Life insurance* Wisconsin Retirement System* Health Savings Account * Differed Compensation Program*
- *Group Life insurance *

Employees at Jefferson County Value

- *Competitive Pay* Excellent Benefits* Great Coworkers* Flexibility* Advancement & Opportunity* Family Feel*

HOW TO APPLY: For a full job description and link to apply online, please visit the County's web site at jeffersoncountywi.gov. Interested applicants should submit a cover letter and resume in addition to the online Jefferson County application.

Jefferson County is an Equal Opportunity Employer