

**Jefferson County
Position Description**

Name:	Department: District Attorney Division:	
Position Title: Victim Witness Specialist/Legal Support Specialist	Pay Grade: 5	FLSA: Non-exempt
Date: February 2026	Reports To: Office Manager	

Purpose of Position

This position supports the District Attorney's Office by splitting time 60% as a Victim Witness Specialist and 40% as the Legal Support Specialist. They will perform legal administrative work essential to case preparation and prosecution, handling legal documents, maintaining case records, and coordinating with attorneys, law enforcement, and the courts. This position will also be managing discovery and supporting in-custody cases and supporting and assisting victims and witnesses of crimes through the legal process.

Essential Duties and Responsibilities. *The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Reviews and prioritizes all incoming case-related documents and communications to support timely progression of cases and response to statutory deadlines.
- Maintains and organizes case files, inputs data into the PROTECT database, and monitors court-related deadlines.
- Coordinates hearing and court schedules, ensures attorneys and materials are prepared, and notifies necessary parties.
- Obtains and organizes records, including police reports, media, criminal histories, and certified documents to support prosecution.
- Assists with preparing and distributing discovery materials, ensuring adherence to timelines and confidentiality rules; redactions and independent handling occur with experience and oversight.
- Supports maintenance of discovery logs and dissemination records as required for legal compliance and billing.
- Drafts legal documents and correspondence with accuracy and attention to detail, applying increasing discretion with experience.
- Supports courtroom operations, including interpreter scheduling, document preparation, and staffing as needed.
- Coordinates with victim services and internal programs to support compliance with victim rights and related requirements.
- Monitors CCAP and other case tracking systems for updates, metrics, and required documentation such as corporate summonses.
- Provides support and information to crime victims and witnesses adhering to Trauma Informed Care principles offering support that acknowledges the psychological impact of crime.
- Identifies potential language barriers and employs appropriate strategies ensuring effective communication to support all victims and witnesses.
- Notifies victims of hearing dates and cancellation keeping victims informed of their case progress and any changes.
- Provides support to victims in completing necessary forms and documents assisting with documentation so that victims can assert their rights effectively.

Jefferson County
Position Description

- Maintains a secure space for victims and witnesses and offers courtroom support providing a safe and supportive environment for the comfort and security of victims and witnesses.
- Accompanying victims and witnesses to court, meeting with victims and taking calls from victims and witnesses
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.
- Demonstrates dependable attendance.

Additional Tasks and Responsibilities. *While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.*

- Processes payments and invoices, including general billing, P-Card transactions, and JESO service fees.
- Prepares deposits, enters data into financial software, calculates costs, collects receipts, and manages vendor setup and W-9 documentation as needed.
- Orders office supplies and maintains inventory for assigned workstations or common areas.
- Provides overflow coverage for the front desk or phone line as needed.
- Assists with internal data collection or reporting, such as compiling monthly case stats or discovery billing totals.
- May be asked to assist with general Legal Assistant and Administrative tasks within the District Attorney's office to support the department and county's strategic initiatives and provide the highest level of service to the public.

Minimum Training and Experience Required to Perform Essential Job Functions

- Associate degree from a two-year college or technical school in Paralegal, Criminal Justice, Social Services, Counseling, or a related field
- Four years of progressively responsible and related, legal administrative experience, including demonstrated proficiency in discovery, confidentiality compliance, and independent case management in a similar setting as a District Attorney's Office, and victim services
- Equivalent combination of experience and training.

Preferred Training and Experience Required to Perform Essential Job Functions

- Valid Wisconsin Notary public certification.
- 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 situations and one to two year's related experience, or any equivalent combination of education, training, and experience.
- Bilingual in English and Spanish.

Other Requirements – Certificates/Licensures

- Must pass a criminal background check and be eligible for and maintain E-Time certification through law enforcement fingerprinting background clearance.
- May be required to sign a confidentiality agreement or oath of office.
- Credential from the Wisconsin Victim Witness Professionals within 6 months of hire.

Knowledge, Skills, Abilities

- Knowledge of legal procedures, terminology, and case documentation processes.
- Knowledge of federal and state privacy laws, including HIPAA and DOJ/CIB/NCIC requirements.

Jefferson County
Position Description

- Knowledge of Microsoft Office Suite and legal databases such as PROTECT.
- Knowledge of office practices, legal document formatting, and record retention requirements.
- Knowledge of local, state, and federal laws pertaining to victims' rights, including Marsy's Law and related statutes.
- Knowledge of local support services, including counseling, legal assistance, and crisis intervention resources available to victims and witnesses.
- Understanding of how trauma affects victims and witnesses and how to interact with them in a manner that acknowledges and seeks to minimize re-traumatization.
- Awareness of court processes, legal documentation, and the roles various entities play within the criminal justice system.
- Excellent written and verbal communication skills for effectively conveying information to victims, witnesses, law enforcement, and court personnel.
- Capability to maintain composure and effectiveness in high-pressure or emergency situations.
- Flexibility to adapt to changing situations and requirements, such as shifts in legal procedures or updates in technology used for case management.
- Strong advocacy skills to effectively represent and support the needs and rights of victims and witnesses.
- Skill in managing multiple tasks in a high-volume, deadline-driven environment.
- Skill in drafting accurate and professional legal correspondence and forms.
- Skill in reviewing and organizing legal records, reports, and media.
- Skill in using standard office equipment and systems, including financial software.
- Skill in communicating clearly and professionally with diverse audiences.
- Ability to maintain confidentiality and exercise sound judgment.
- Ability to build rapport and trust with victims and witnesses, displaying empathy and sensitivity.
- Ability to prioritize competing demands and adapt to urgent case needs. Ability to interpret and follow written, verbal, and diagram-based instructions.
- Ability to perform basic math functions including percentages and ratios.
- Ability to solve practical problems with limited standardization.
- Ability to provide quality customer service while handling sensitive or emotionally charged situations.

Additional Knowledge, Skills, and Abilities

- Knowledge of discovery rules and statutory timelines under Wisconsin criminal procedure.
- Knowledge of protected information handling, redaction protocols, and dissemination requirements.
- Skill in independently managing discovery, including case-by-case redactions and content review.
- Skill in communicating directly with attorneys and law enforcement on procedural matters.
- Ability to interpret law enforcement reports and supporting evidence to identify legal relevance.
- Ability to apply legal reasoning to resolve procedural and evidentiary questions.
- Ability to exercise a higher level of independence and discretion in judgment-heavy tasks.
- Ability to serve as a resource to other support staff regarding document procedures and workflow.

Supervision

- None.

Physical Demands. *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable*

**Jefferson County
Position Description**

accommodation may be provided to enable individuals with disabilities to perform the essential duties and responsibilities.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities the essential duties and responsibilities.

While performing the duties of this position, the employee may frequently be required to sit and use hands to finger, handle, or feel. Regularly required to talk and hear. Occasionally required to stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl. May occasionally lift or move boxes or files weighing up to 10 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment. The work-environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential duties and responsibilities.

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, work is typically performed in a professional office setting within the courthouse or government buildings. Noise level is usually moderate, with frequent phone calls, foot traffic, and interaction with the public. May have occasional exposure to emotionally charged situations involving victims, defendants, or upset individuals. Not regularly exposed to hazardous conditions or extreme environmental elements.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee Signature:

Date:

Supervisor Signature:

Date:
