



Victim Witness Specialist/Legal Support Specialist

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.

WHAT WE ARE LOOKING FOR IN A VICTIM WITNESS SPECIALIST/LEGAL SUPPORT SPECIALIST

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, maintain case records, and coordinate with attorneys, law enforcement, and the courts. This position will also be supporting in-custody cases and supporting and assisting victims and witnesses of crimes through the legal process.

SOME ESSENTIAL RESPONSIBILITIES OF THE VICTIM WITNESS SPECIALIST/LEGAL SUPPORT SPECIALIST

You will be successful in this role by completing the following tasks and responsibilities:

- 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.
- Coordinates with victim services and internal programs to support compliance with victim rights and related requirements.
- Notifies victims of hearing dates and cancellation keeping victims informed of their case progress and any changes.
- 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.

Requirements:

- 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 witness/advocacy experience
- Equivalent combination of experience and training.

Preferred Requirements:

- 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 (not required)

- 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.



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Wage & Benefits

Wage starts at \$24.60 - \$27.43/per hour, depending on qualifications.

Benefit Highlights if Full Time

*Health insurance*Health insurance opt Out Plan*Dental & Vision insurance
*Life insurance*Wisconsin Retirement System*Health Savings Account*Deferred Compensation Program*

2026 Gold Certified Family Friendly Workplace

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.

Jefferson County is an Equal Opportunity Employer