
Interested individuals must come to the Human Resources Office to complete an application for the position between the hours of 8:00 and 5:00, Monday through Friday or online at the Pulaski County website at www.pulaskicounty.net. The Human Resources Office is located in Suite 100 of the Pulaski County Administration Building - 201 S. Broadway, Little Rock.

POSITION: CASE COORDINATOR
This position is open to County Employees and the General Public.

POSITION NO: 007

STARTING SALARY: \$32,014 – \$37,490

DEPARTMENT: PROSECUTING ATTORNEY (2140)

PRIMARY RESPONSIBILITY/FUNCTION: Assist victims in the Sixth Judicial District through the prosecution stages with the goal of involving the victims in the system and ensuring compliance with state victims' rights regulations. Provides assistance to victims and case witnesses with location, transportation, notification, and other services.

DUTIES AND RESPONSIBILITIES:

- Receives assigned case; reviews information to determine potential safety, medical, financial, or legal needs of victims and witnesses.
- Contacts victims and/or victims' families; provides information concerning assistance available and process involving prosecution; ensures victims are made aware of their rights.
- Provides victims' support services such as orientation to the criminal justice system, court preparation, information needs, transportation needs, emotional support throughout the court process, referrals to other offered services, and additional services as needed.
- Assists in investigations as deemed appropriate and serves as liaison between attorneys and the victim as necessary.
- Informs victims on an on-going basis of proceedings in case prosecution; maintains verbal and written contact with them.
- Accompanies victims to court proceedings in case prosecution; maintains verbal and written contact with them.
- Maintains case files on each assigned case, keeping prosecutors and police officers apprised of significant events and/or information.
- Assists victims in preparation of oral or written Victim Impact Statements admissible during the sentencing phase of a trial.
- Provides guidance to witnesses as the type of questions that will be asked and what to expect in court.
- Completes requests for victim notification when perpetrator will be eligible for parole or other inmate custody changes and sends to Department of Correction; informs and assists victims with notification registration on the Victim Information Notification Everyday (VINE) service.
- Prepare written reports outlining meetings with victims.
- Responds to calls, texts or emails received 24/7 from the office, prosecutors, police officers, attorneys, family members, victims and witnesses.
- Supplies and assists with the completion of an application to the Arkansas Crime Victims Reparation Board for Victim Assistance.
- Obtains additional records as needed for case file.
- Assists victims of domestic violence in seeking an Order of Protection when necessary.
- Maintains log of every action taken and each conversation for each case.
- Assists with meetings between prosecution staff and witnesses.
- Assists with preparation of restitution documentation; gathers receipts and calculates property and medical loss totals.
- Schedules office meeting between the case prosecutors, victims, witnesses, and police officers.

SECONDARY DUTIES AND RESPONSIBILITIES

- Locates witnesses in the field and issues subpoenas to testify in court when needed.
- Completes statistical report reflecting number of cases handled and services provided.
- Coordinates services for the victims from law enforcement officials and social services agencies.
- Arranges for crisis intervention services when necessary.
- Makes all travel and lodging arrangements for out of town or out of state victims and witnesses subpoenaed for court.
- Performs other related duties as requested.

WORKING CONDITIONS:

The majority of duties are performed in a smoking restricted office environment. Travel to court and other locations are required on a regular basis. May encounter potentially volatile or hostile persons or situations within the work environment, and may be required to work alternate hours, as necessary for the efficient operation of the department.

MINIMUM QUALIFICATIONS:

Completion of college level coursework in Psychology, Sociology, Public Administration, Public Relations, Criminal Justice, or a related field; considerable work experience in the public assistance, social work, legal assistance, or a related area; or any equivalent combination of experience which provides the required skills, knowledge and abilities.
Employment is contingent upon satisfactory completion of a background examination.

OPEN DATE: 04-10-2019

CLOSE DATE: 04-16-2019 (5:00 p.m.)

Please Note: Applications will not be accepted after the Close Date. A selection will not be made until the Close Date and all applications have been received by the selecting official.