

VICTIM SERVICES OFFICER

*Salary Range: \$35,000-\$50,000 based on experience

*Four Year College Degree Required

*Funding for this position is provided by a grant

The Montgomery County District Attorney's Office is dedicated to making it easier for victims to go through the court process from the time of the incident until the final adjudication of the case. The Victim Services Officer (VSO) is responsible for victim services and assistance as follows. Other duties may be assigned as needed.

FELONY CASES:

Upon receipt of the case file:

1. Log the case, listing the victim, the defendant, the type of crime and Grand Jury date.
2. Complete the Victim Information Sheet.
3. Send a letter to the victim which includes an introduction of the VSO and outline what steps may be taken next in the court process such as a Preliminary Hearing and Grand Jury. Include handouts explaining the Preliminary Hearing, Grand Jury, and Trial processes.
4. If a Preliminary Hearing is scheduled, phones the victim to ensure the victim received a subpoena, go over the Preliminary Hearing process and assure the victim that the VSO will be present with him/her in court.
5. Attend the Preliminary Hearing with the victim.
6. Contact the victim upon notice of a Grand Jury date and time. Go over the Grand Jury procedure with the victim and assure the victim that the VSO will be present with him/her in the waiting room.
7. Sit with the victim in the Grand Jury waiting area and answer any questions the victim may have.
8. Notify the victim of any court proceedings once the case has been indicted.
9. Attend all court proceedings with the victim and explain the process as it occurs (i.e. Motions that are made, rulings of the judge, etc.).
10. Notify the victim of sentencing and restitution hearings and attend the proceedings with the victim.
11. Assist the victim with Crime Victims Compensation forms (if applicable).
12. Inform the victim of any outside resources available to him/her (i.e. counseling through the Family Sunshine Center, STAR, etc.).
13. Assist the Deputy District Attorney (DDA) and Legal Support Assistant (LSA) in court preparation (i.e. lay witness notifications, securing verified medical records, officer notifications of court and evidence and any other tasks as assigned by the DDA).
14. When requested by the victim and when possible, meet with the victim a week prior to the Grand Jury proceedings to get him/her comfortable with the DDA and give a tour of the Grand Jury room.

ADMINISTRATIVE DUTIES:

1. Assist in the preparation of Motions to Invoke Sentence or Motions to Revoke Bond when a victim has called reporting of it or information is received that the defendant has violated the terms of his/her release.
2. Prepare monthly report listing the number of phone calls made and received, number of letters sent, and any other activities required and/or performed.
3. Present educational programs to law enforcement, schools, or any other requesting entities.
4. Keep phone log of messages left on voice mail and check off when the phone call has been returned. **There will be numerous phone calls from victims with apprehension and fear regarding the prosecution of their case. Some will want to drop charges (especially on the misdemeanor cases).** Inform the victims that this office does not drop charges; they must come to court and speak with the DDA and the Judge.
5. Prepare memos for the case files of important phone conferences with victims (i.e. defendants who violate their terms of release or bond, noting dates and actions of the defendant).
6. Work with VOCAL and any other entity involved with any victim in any type case once you have been informed they are active in the case.
7. Maintain the statistics and date for the monthly, quarterly, and year-end reports and prepare the reports as required.
8. Keep the files updated regarding notice of any change from the victim (i.e. address, phone number, etc.).
9. When possible, meet with people who drop by without an appointment, whether or not they have an active case, regarding any type of violence. Assist them by informing them of the appropriate legal process, shelter for battered women, counseling, etc. If the VSO is unable to meet with them, encourage them to set up an appointment.
10. Assist the DDA as directed.
11. Assist the LSA whenever possible and as directed.