

PROJECT SPECIALIST- DISTRICT ATTORNEY'S OFFICE

Class Code: 143

Range: E/13

Definition: Under general supervision, to provide information, support and referrals to victims of domestic violence and coordinate services with other county personnel and agencies; to assist in preparing cases for trial; to secure and administer grant funding; and to plan and conduct effective public education projects concerning victims' rights and services.

Distinguishing Features: The Project Specialist is a journey level class. Incumbent performs a full range of complex duties requiring knowledge of legal/court procedures and documents as well as counseling techniques and resources. Employee at this level works under direction within a framework of established procedures, with only occasional instruction or assistance. Work is normally reviewed upon completion and for overall results.

Examples of Important and Essential Duties:

The following duties represent the principal job duties, however, they are not all-inclusive. Other duties may be required and assigned:

- C Coordinate the operation of the victim advocacy/services program of the District Attorney's Office.
- C Receive and respond to calls for information and assistance from victims; assesses victims' safety and well-being.
- C Provide crime-to-court assistance to victims of domestic crimes; provide crisis counseling and intervention, courtroom accompaniment, resource referral, etc.
- C Assist prosecutors in preparing cases for court; interview victims and others associated with each case; order reports and evidence from law enforcement agencies.
- C Train law enforcement and medical personnel in the proper techniques used in handling domestic violence cases as applicable to each profession.
- C Plan and participate in public education projects concerning victims' rights and services.
- C Coordinate services and shares information with other agencies as necessary to maximize program effectiveness.
- C Secure and administer grant funding and donations for special programming.
- C Maintain case records, ensuring all documentation is accurate and complete.

Auxiliary Duties:

The following duties represent duties that are generally performed by this position, but are not considered the principal job duties:

- C Perform general clerical duties, including but not limited to preparing and processing mail; typing, copying and filing reports and correspondence; faxing information; answering the phone, etc.

Auxiliary Duties:

- C May schedule and coordinate the duties of co-workers and/or team members.
- C Perform related duties as assigned.

Qualifications:

Minimum Qualifications: A high school diploma or equivalent supplemented by three years of responsible experience in project coordination, victim/client services and/or counseling.

Knowledge, Skills and Abilities: Position requires considerable knowledge of legal/court procedures, terminology and documents; domestic violence case protocol; crisis counseling and intervention techniques; business English, spelling, composition and arithmetic; and familiarity with modern office practices and procedures. Position requires ability to interpret and apply department policies and procedures; make decisions independently in accordance with established procedures; coordinate and implement comprehensive service programs; train other staff; operate modern office equipment; develop proficiency in the use of computers/word processing equipment; understand and carry out oral and written directions; use initiative, tact and good judgement on the job dealing with the public and other agencies; work as a team member; maintain records and prepare reports; maintain confidentiality of materials and information; read, type and understand case documentation; communicate effectively and persuasively, both orally and in writing.

Special Requirements: *Performance of the essential duties of this position includes the following physical demands and/or working conditions:*

Tasks are essentially sedentary, with occasional walking, bending, light lifting, or other restricted physical activities. Work involves minimal dexterity in the use of fingers, limbs or body in the operation of office and communications equipment. Tasks require visual perception and discrimination and oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.