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Mitchell T. Murray

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Emily A. Humphrey

CHIEF DEPUTY DISTRICT ATTORNEYS
Katharine J. Ellison
Andrew J. Lewis
Daniel M. McDonald

Job Description – Restitution Assistant Intern/Volunteer

Build your resume, gain experience, volunteer.

Function:

Support the Restitution Coordinator by gathering, organizing, and validating information from crime victims that is used to prepare restitution orders.

Key Responsibilities:

- Utilize computerized data entry equipment and multiple file maintenance programs to enter, store, and/or retrieve necessary information.
- Screen files for identification of victims who need or are requesting restitution.
- Mail Victim Impact Statements to property crime victims and complete follow-up procedures.
- Prepares correspondence that advises victims of how to request restitution.
- Document receipt of Victim Impact Statements and information given by victims of need for restitution.
- Skillfully and tactfully handle conversations with victims and assist them in obtaining information pertaining to restitution procedures.
- Provide clerical support to the Restitution Coordinator and/or Victim Witness Division staff.

Qualifications:

- High School diploma or G.E.D.
- Computer, writing, and typing skills – familiarity with Microsoft Office, Google email, able to complete data entry of files, and assist in preparation of legal documents.
- Ability to take initiative and work independently.
- Strong organizational skills to complete multiple tasks, while being flexible with cross training.
- Ability to record and deliver information and follow oral as well as written instructions.
- Comfortable talking on the phone and be adaptable to performing professionally when confronted with persons acting under stress.

Supervision: Directly supervised by the Volunteer Coordinator

Training and Support:

- New hire orientation.
- On-the-job training that is progressive in nature.
- On-going support is done by the Restitution Coordinator and Volunteer Coordinator.

Time Commitment:

- The ideal candidate is able to commit to 12-15 hours per week for one year.

Benefits:

- Experience working with crime victims.
- Gain a working knowledge of the Court system for future employment/career changes.
- Develop and refine valuable people and clerical skills that can be carried into the future.