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District Attorney

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1st ASSISTANT DISTRICT ATTORNEY  
Mitchell T. Murray

2nd ASSISTANT DISTRICT ATTORNEY  
Emily A. Humphrey

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

## Job Description – Victim Witness Intern/Volunteer

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*Build your resume, gain experience, volunteer.*

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### **Function:**

Assist victims through the criminal justice process in an informative, supportive manner that enables them to be involved and provide input into the process. Advocate for crime victims within the court system and participate as a key component in the Victim Witness Team.

### **Key Responsibilities:**

- Inform victims of their rights throughout the court process and acquire victim input needed by the deputy district attorney to be Victim Rights Act (VRA) compliant.
- Send written notifications for critical stage events as needed to keep victims appropriately informed.
- Document all contacts made to victims or parties from a case in various computer databases.
- Attend and provide advocacy at court hearings or meetings with the deputy district attorney when needed.
- Help advocates obtain updated contact information for victims.
- Send written notifications of sentence outcomes for advocate cases and inform victims of their rights regarding post sentencing.
- Make calls to subpoenaed victims and/or witnesses informing of Trial cancellations.

### **Qualifications:**

- High School diploma or G.E.D.
- Advanced computer, writing, and typing skills – experience in Microsoft Office Suite, Email, and use of the Internet is essential.
- Ability to take initiative and work independently.
- Dependable, well organized, and detail oriented.
- Comfortable talking on the phone and handling paperwork.
- Be able to appropriately and professionally manage difficult clients and conversations.
- **Student applicants seeking their degree in Social Work, Criminal Justice or Psychology are PREFERRED.**

**Supervision:** Directly supervised by the Volunteer Coordinator (or an MSW if needed)

### **Training and Support:**

- New hire orientation.
- On-the-job training that is progressive in nature.
- On-going support is provided by the Volunteer Coordinator and Victim Witness program staff.

### **Time Commitment:**

- Candidates must be willing to commit to a minimum of 15 hours per week for **one full semester.**

### **Benefits:**

- Gain a working knowledge of the Court system for future employment/career changes
- Opportunity to offer direct feedback into the current functioning of the Victim Witness Program.
- Develop and refine valuable people and clerical skills that can be carried into the future.
- Possible letters of recommendation from professionals.