

CRIME VICTIM SPECIALIST COORDINATOR

125-A

DISTINGUISHING FEATURES OF THE CLASS: This position involves the provision of guidance, advocacy and counseling to help crime victims and their families navigate and participate in the justice system, to keep them informed of the details and processes pertaining to the arrest, prosecution and sentencing of the offender responsible for causing harm. The position assists the crime victim and his/her family in obtaining financial, legal and medical help or additional counseling if needed. The position may require field work including home visits, court visits, contact with law enforcement agencies, school visits, and various community partners. This position will create policy and procedure for the Crime Victims Program. This position will be a direct confidential report to the District Attorney.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Coordinates the activities and operations of the Crime Victims Program and subordinate staff;

Acts as confidential liaison between District Attorney's office, police agencies, and the New York State Office of Victims Services (NYS OVS);

Creates and writes policy for victims and families of victims of violent and non-violent crimes to familiarize victims with financial, legal, medical, community partners and social services available;

Obtains and records thorough questionnaires, interviews, and produces from official records, social, legal, medical, and financial data necessary for referrals and for agency records;

Prepares oral and written case reports on crime victims and provided services;

Supervises the maintenance of programmatic records;

Assists the victim in constructively and proactively communicating with the District Attorney's office throughout the criminal court process;

Provides case status information, including court appearance dates, postponements, and cancellations;

Assists victims and/or families in understanding court procedures and their rights and responsibilities;

Assists victims in the preparation and filing of legal documents, statements, and claims;

Arranges appointments, transportation, interpreters, and other services for victims;

Develops and maintains contact with various community agencies whose services may be relevant to client needs;

Follows up on cases to ensure that services have been provided and to see if additional help is needed;

Assists victims in filing for compensation through the NYS Crime Victim's Board;

Assists victims of domestic violence in obtaining orders of protection through Family Court;

Supports the victim during Preliminary Hearings and/or Trial;

Accompanies victims to meetings with the District Attorney and/or staff during preparation of testimony and while testifying in court;

Provides information to victims on the status of the case and advises of upcoming court appearances;

Accompanies victims to trial proceedings as needed;

Advises victims of available services which notifies of the offender's release from a correctional Facility;

Maintains a variety of records for the purpose of preparing statistical and financial reports for delivery of services and programmatic operations; and

Publicizes and provides information and training of the Sullivan County District Attorney's Crime Victims Program through participation at community events, legislative meetings, trainings with Social Service Agencies and Public Safety staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of law enforcement, advocacy, active listening, effective communication, analytical decision making, and interviewing techniques; good knowledge of resources and services in the community available to the crime victims; ability to establish a rapport with clients and their families; ability to establish and maintain an collaborative working relationship with a wide variety of public and private partners; ability to maintain records; ability to prepare oral and written reports; a high degree of empathy for the victims of crime; willingness to respond to calls on a 24 hour-a-day basis as the need arises; tact; and courtesy.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in Psychology, Sociology, Criminal Justice, Human Services, Political Science or closely related field; or

(B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and two (2) years of advocacy experience, or equivalent credits; or

(C) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and three (3) years of active-duty service in the United States Armed Forces.

Special Requirement for Appointment: Incumbent must possess and maintain a valid driver's license.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Originated: 8/19/2025

Jurisdictional Class: Pending Classification

Public Hearing:

NYS Civil Service Commission Approval:

Reviewed and placed in Classplan: 8/26/2025