



# CHELAN COUNTY PROSECUTING ATTORNEY DOUGLAS J. SHAE

401 WASHINGTON STREET, 5TH FLOOR, P.O. BOX 2596, WENATCHEE, WA 98807-2596

### CRIMINAL DEPUTIES

JAMES A. HERSHEY, CHIEF CRIMINAL DEPUTY  
ALLEN F. BLACKMON  
CONOR C. JOHNSON  
LEE O'BRIEN  
ANDREW B. VAN WINKLE  
NICOLE HANKINS  
RYAN S. VALAAS  
MARCUS S. FOSTER

### CIVIL DEPUTIES

SUSAN E. HINKLE  
APRIL D. HARE  
ROBERT W. SEALBY

MAIN OFFICE/FELONY DIVISION..... (509) 667-6202  
MAIN OFFICE FAX..... (509) 667-6490  
DISTRICT COURT DIVISION..... (509) 667-6271  
JUVENILE COURT DIVISION ..... (509) 667-6453  
DISTRICT/JUVENILE DIVISION FAX .... (509) 667-6476  
CIVIL DIVISION:..... (509) 667-6330  
CIVIL DIVISION FAX: ..... (509) 667-6511

## CHELAN COUNTY PROSECUTING ATTORNEY'S OFFICE NOTICE OF JOB OPENING FOR VICTIM / WITNESS ASSISTANT

**OPENING DATE:** Monday, May 13, 2019  
**CLOSING DATE:** Friday, May 17, 2019  
**REPORTS TO:** Victim/Witness Coordinator  
**FLSA STATUS:** Non-exempt/Union Position with Monthly Dues  
**SALARY RANGE:** \$36,688 - \$42,471 (DOE) annual salary, plus benefits  
**JOB STATUS:** Full-Time  
**HOURS:** M-F 8:30 AM – 5:00 PM, 1 hour lunch  
**ATTIRE:** Office Professional

### NATURE OR SCOPE

The Victim/Witness Assistant contacts victims of Juvenile and Adult felony level crimes as assigned, provides information about victim rights as prescribed by Washington State law, and provides guidance and referrals as appropriate.

### MAJOR DUTIES AND RESPONSIBILITIES

- Prepares and processes subpoenas for Superior Court, District Court, and Juvenile Court as directed by prosecutor. Notifies victims and/or witnesses when their testimony is no longer required.
- Knowledge and use of a variety of computer software applications, including Microsoft Word, Microsoft Outlook, prosecuting attorney case management system (Prosecutor by Karpel), electronic document management systems, imaged court case files and law enforcement records, Judicial Information System, Judicial Access Browser System; ability to learn and use new software programs as necessary.
- Notifies victims in writing and/or by verbal communication of case filing, victim rights and court hearings.
- Prepares restitution reports and orders to be filed with the Court.
- Assists victims with preparing and filing Victim Impact Statements as well as attends court hearings with victims when requested.

- Maintains case files, to include review of information and police reports, preparation of victim information sheet, maintains copies of all correspondence as well as makes accurate notes of victim contacts.
- Provides support services to prosecutor by scheduling interviews with witnesses and/or victims, coordinates court times for witnesses and/or victims and other functions as directed by prosecutor.
- Makes appropriate referrals to community services as necessary and assists victims in applying for Crime Victims Compensation.
- Other duties as may be assigned.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

### **WORKING CONDITIONS**

This classification works in an office environment. Noise level is usually moderate. May be exposed to potentially anti-social behavior on occasion.

### **REQUIREMENTS**

Must be 21 years of age and have a high school diploma or GED with two (2) years professional office or legal secretarial experience. Must be reliable and punctual in reporting for scheduled work; daily attendance is an essential function of the job. Familiarity with victim issues helpful. Excellent organizational and interpersonal communication skills. Ability to work unsupervised and stay on task and complete work on assigned caseload in timely manner. A proven ability to establish and maintain effective working relationships with the public and co-workers. Must be a team player. Must be able to work in a busy office environment with frequent interruptions. Must use logic, common sense, and pay attention to detail. Must be able to follow instructions and prioritize work. Confidentiality is mandatory. Excellent grammar, spelling, and keyboarding skills are required. Strong knowledge of Windows-based programs and Microsoft Word preferred. Effectively operate standard office machines, computers, and equipment. Must pass a criminal history background check.

### **LANGUAGE SKILLS**

Ability to proficiently read and write English. Additional consideration given if individual can read, write and speak Spanish fluently. Ability to read and comprehend legal documents and instruments, correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one situations to the public and other employees of the organization.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, and see. The employee is frequently required to sit. The employee is frequently required to stand; walk; use hands and fingers to handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds.

### **APPLICATION PROCESS**

**Cover letter, current resume, and Chelan County Employment Application Form must be submitted by Friday, May 17, 2019, at 5:00 p.m. to:**

Cindy Dietz  
Legal Administrative Supervisor  
Chelan County Prosecuting Attorney's Office  
401 Washington Street, 5th Floor  
Wenatchee, WA 98801  
cindy.dietz@co.chelan.wa.us

**CHELAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**