

## CRIME VICTIM LIAISON

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this class serves as the direct liaison between the Ulster County District Attorney's Office and the Ulster County Department of Probation's Crime Victims' Assistance program to ensure that the District Attorney's Offices legal responsibilities under Article 23 of the Executive Law (Fair Treatment Standards for Crime Victims) are duly met and applied. The employee is also responsible for implementing and enhancing strategies to address criminal problems identified by the community through the community prosecution program at the Ulster County District Attorney's Office. Community prosecution focuses on targeted geographical areas within the County and involves a long-term proactive partnership among the prosecutor's office, law enforcement, the community and public and private organizations, whereby the authority of the prosecutor's office is used to solve problems, improve public safety and enhance the quality of life in the community in a more coordinated fashion. The work is performed under the direct supervision of the Chief Assistant District Attorney. Does related work as required.

**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.

Serves as the direct liaison between the Assistant District Attorneys involved in the prosecution of criminal offenses and the Ulster County Department of Probation's Crime Victims' Assistance Program to ensure that victims are receiving updated information concerning the prosecution of cases;

Establishes and enhances a direct interaction between the Ulster County District Attorney's Office and the community to address criminal problems identified and together create solutions to enhance the quality of life in the community;

Facilitates the use of partnerships among the prosecutor, law enforcement and public and private agencies in the community to clearly define geographic areas for specific crimes;

Ensures that victims or families of victims are kept apprised of the specific developments of certain designated cases pending in judicial proceedings;

Complies with the requirements and directives of Article 23 of the Executive Law (Fair Treatment Standards for Crime Victims) and ensures that they are being satisfied by the District Attorney's Office;

Ensures that the District Attorney's Office promptly returns property held for evidentiary purposes, as stipulated under Article 23 of the Executive Law, unless it is required to be held for the purpose of trial;

Makes certain that special consideration be given to victims of domestic violence, sex offense victims, elderly victims, child victims and the families of homicide victims to ensure their safety and well being;

Schedules and arranges the release of information regarding the prosecution of criminal cases to the public by utilizing printed media, radio, public access and the County's web site;

Organizes a speakers bureau from the District Attorney's Office to appear in schools, charitable organizations, senior groups and service organizations throughout the County;

Prepares statistical reports which track the arrest and prosecution of criminal defendants.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of counseling and interviewing techniques; good knowledge of resources and services in the community available to the crime victim; ability to establish a rapport with clients; ability to establish and maintain an effective working relationship with a wide variety of public and private agencies; ability to maintain records; ability to prepare oral and written reports; ability to assign and review the work of others; 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; confidentiality; strong organizational skills; good judgment; tact; courtesy; resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Criminology, Law, Psychology, Social Work, Sociology or a closely related field; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Criminology, Law, Psychology, Social Work, Sociology or a closely related field and two (2) years experience in counseling or casework in a recognized agency adhering to acceptable standards in probation, parole, social services, psychiatric or medical social work, or related work; **OR**
- C. An equivalent combination of training and experience as described in A and B above.

ULSTER COUNTY  
2012 CR VC LIAS  
Classification: Competitive  
NUMGT

Adopted: December 21, 2006  
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