



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Witness Coordinator</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/> <small>(Please check one)</small>
REPORTS TO: <u>Office Administrator</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>03/2017</u>
DEPARTMENT: <u>Prosecuting Attorney</u>	JOB CODE: <u>603</u>	

SUMMARY:

Under general supervision, the Witness Coordinator prepares subpoenas for court and coordinates civilian and law enforcement witnesses for court appearances.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Performs a variety of legal office support work; prepares letters, correspondence, forms, and other documents; receives, sorts and distributes incoming mail; maintains copies of documents; operates computers, maintains and updates files, electronic files and databases; performs word processing; operates office equipment; answers phone lines and e-mail and completes inquiries and information requests.

Prepares and mails subpoenas for court; registers, schedules and coordinates civilian witnesses, victims, and law enforcement officers for court appearances; communicates with civilians and law enforcement daily to inform witnesses of the status of their cases; remains in contact with witnesses and communicates changes in testimony schedules.

Acts as liaison between the prosecuting attorneys, witnesses, victims, and law enforcement when scheduling and attending court appearances; contacts and notifies witnesses, victims, and law enforcement officers including the Missouri State Highway Patrol Lab when court cases are canceled; maintains schedule of law enforcement officers vacation and training time in order to coordinate subpoenas for court; assists law students with witnesses and subpoenas; records witness address changes in the computer record system and criminal files; attempts to locate civilian or law enforcement officer when a witness does not show up for their assigned date; keeps track of Witness Room inventory as needed.

Performs other duties as assigned.

KNOWLEDGE AND SKILL:

1. Knowledge of personal computers and standard software applications related to court support work, including Microsoft Word and Excel.
2. Knowledge of filing and electronic record keeping systems.
3. Knowledge of English grammar, punctuation, and spelling; advanced skill in communicating effectively using the English language, both orally and in writing.
4. Advanced knowledge of legal processes and terminology.
5. Advanced knowledge of the criminal justice system in the State of Missouri.
6. Skill in mathematics sufficient to take and receipt cash money, accurately calculate and give change, balance a cash drawer and perform calculations using addition, subtraction, multiplication and division.
7. Advanced skill in application of State and Federal guidelines, rules, and statutes to perform essential functions of position.
8. Advanced skill in discretion and maintaining confidential information.
9. Advanced skill in communicating important information accurately.
10. Advanced skill in handling stress successfully and the ability to work well with other employees, members of law enforcement, court professionals and the public.
11. Advanced skill in reading and preparing legal documents.
12. Ability to learn and apply policies, procedures, documents and terminology affecting assigned functions.
13. Advanced ability to work independently and follow instructions.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, law enforcement

agencies, Court employees, attorneys and members of other entities. This position must regularly handle stressful situations.

MINIMUM QUALIFICATIONS:

High school diploma or GED, plus three years clerical or office management experience. Must possess a clear, criminal history.

PREFERRED QUALIFICATIONS:

One year of experience working in a legal environment, and the ability to type 45 WPM.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.