



ADULT VICTIM WITNESS COORDINATOR

Department: DISTRICT ATTORNEY

Revised: February 19, 2025

Description: Under the supervision of the Victim Witness Manager, the Adult Victim Witness Advocate/Coordinator shall develop services available for victims of criminal crimes in Lycoming County, acting as a liaison within the criminal justice system for victims.

SPECIFIC DUTIES

1. Identify crime victims through referrals from District Attorney, law enforcement agencies, hospitals, community agencies, media sources, District Justice or other court-related services, and general public.
2. Coordinate witnesses appearing to testify at preliminary hearings, motions, trials, and other court proceedings as necessary.
3. Initiates contact with Victim/Witness; send letter and information brochure covering services; follow up on responses to letter.
4. Communicates with Victims to provide information regarding status of defendant's case; explain criminal justice procedures; make referrals to social service agencies; speak to representatives of other social service agencies involved to better understand case.
5. Assists with pursuit of Victim rights, including but not limited to claims of restitution, development of Victim impact statement, filing of Victim Compensation claims, restorative justice principles, etc.
6. Accompanies Victim/Witness to hearing and law enforcement interviews; notifies Victim/Witness of offender release/escape, intervenes with employer/creditor of Victim/Witness; assists Victim with input for parole, when applicable.

SUPERVISORY RESPONSIBILITIES

one

WORKING CONDITIONS

Normal office surroundings

JOB REQUIREMENTS

- Fully qualified requirements include a Bachelor's degree in Criminology, Sociology, or related field, and three (3) years related experience.
- Possess oral and written communication skills.
- Provide support and court-related services to victims of crime.
- Valid Pennsylvania operator's license.
- Must be able to pass pre-employment background check and drug screening, as required by Lycoming County.

Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer