

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
VICTIM SERVICES COORDINATOR - 1983

DEFINITION:

Under general supervision, to provide investigative and victim support services in the City Attorney's Family Justice Center; and to perform related work.

*** EXAMPLE OF DUTIES:**

- Interviews domestic violence victims, sex crimes, elder abuse, child abuse, and stalking victims or perpetrators to obtain facts relevant to a case;
- Screens, evaluates, and identifies victims' and perpetrators' situation and needs;
- Refers victims or perpetrators to appropriate agencies for assistance;
- Explains the legal aspects and judicial process to victims as it relates to the unit's various cases;
- Updates victims and witnesses on case status;
- Acts as advocate for domestic violence victim contacts with the City Attorney, police, and courts and accompanies victims and witnesses in court;
- Testifies in court;
- Assists the Domestic Violence Unit attorneys in providing training in domestic violence to City employees, community groups, colleges, and other organizations;
- Develops and prepares training materials and informational brochures;
- Gathers evidence from victims and witnesses;
- Serves as liaison with community groups, social service agencies, and colleges in soliciting assistance and promoting volunteer programs;
- Maintains statistics and prepares reports on domestic violence cases;
- Assists attorneys in handling domestic violence, sex crimes, elder abuse, child abuse, and stalking cases in court.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience performing crisis intervention for individuals involved in violent, traumatic, or sensitive situations. Qualifying experience must include one of the following: screening, evaluating, identifying individual's needs, or providing appropriate assistance or referral. Possession of a valid California Class C Driver's License.

*** EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.