

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

VICTIM SERVICES COORDINATOR

DEFINITION:

Under general supervision, to provide investigative and victim support services in the City Attorney's Domestic Violence Unit; and to perform related work.

*** EXAMPLE OF DUTIES:**

- Interviews domestic violence 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;
- Updates victims on case status;
- Acts as advocate for domestic violence victim contacts with the City Attorney, police and the courts;
- 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;
- 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 victim contacts 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 Announcement for updated minimum qualifications.

One year of experience performing crisis intervention for individuals involved in violent, traumatic or sensitive situations. 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.