



## Lafayette County Human Resources

700 Main Street  
Darlington, WI 53530  
P. 608-776-4995

**Job Title:** Victim/Witness Coordinator  
**Pay Range:** \$22.19 – 25.36 per hour, based on experience; plus, longevity, if applicable  
**Hours:** Regular Full-Time/40 hours per week  
**Department:** District Attorney's Office  
**Reports to:** District Attorney  
**FLSA:** Non-Exempt  
**Date Updated:** June 22, 2026

### Position Summary:

Works under the specific direction of the District Attorney. Provides information and assistance to victims and witnesses regarding restitution, court procedures, referrals to community agencies, etc., maintains records and prepares reports and forms as appropriate. Works with confidential information on a daily basis.

### Qualifications:

- Associate Degree in Criminal Justice or a related or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Valid driver's license.
- Must be able to occasionally work flexible work hours at the direction of the District Attorney to accommodate court schedules and meetings with victims.
- Must have skills in word processing and written communication.
- Excellent time management skills to handle competing priorities and timelines.
- Ability to operate a variety of office equipment including computer terminal, photocopier, calculator, etc.
- Ability to make arithmetical calculations.
- Ability to comprehend and interpret a variety of documents including police reports, medical records, insurance reports, medical assistance printouts, repair bills, medical bills, telephone messages, letters and other correspondence, criminal complaints, subpoenas, state, local and criminal codes, policies and procedures, etc.
- Ability to prepare a variety of documents including semi-annual and annual reports and budgets, letters and other correspondence, victim impact statements, statistical reports, etc.
- Ability to use and interpret legal and basic accounting terminology.
- Ability to communicate effectively, verbally and in writing, with victims and witnesses involved in criminal cases with court personnel, physicians and other medical personnel, police agencies, crime victim services, attorneys and judges, sales representatives, and others.
- Comprehensive knowledge of office procedures including telephone answering, filing and other related office procedures.
- Ability to recognize sensitive matters and handle such matters in confidence.



**Essential Functions:**

- Prepares and submits all reports to the State regarding the Victim/Witness Program.
- Maintains contact with victims and witnesses.
- Fulfills Discovery Demands by redacting Discovery and sending out in a timely manner and billing for that service contemporaneously.
- Reviews criminal files to determine names of victims and the amount of possible restitution due.
- Prepares and distributes initial contact letters, restitution claim forms, crime victim compensation applications, etc.
- Notifies victim/witness of court proceedings as requested.
- Acts as court escort as required or requested.
- Refers victims to appropriate community agencies for assistance.
- Assists victims in preparing victim impact statements, submits statements to the court and attorneys involved in the case.
- Assists prosecutor during court proceedings.
- Assists victims in achieving return of property.
- Provides assistance regarding intercession with employers.
- Contacts police agencies regarding witness protection.
- Assists victims by listening to their concerns, presents options to aid the victim.
- Works with police agencies to inform officers about the Victim/Witness Program.
- Monitors deferred prosecution agreements in coordination with the Court Services Coordinator position, including ensuring compliance, scheduling review hearings, and providing necessary documentation to interested parties about compliance, including victims.
- Works with city, county and state agencies to protect the rights of victims within the judicial system and to exchange information.
- Assists witnesses with filling out payment vouchers.
- Attends Regional meetings/trainings.

**Management Statement:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Reasonable accommodation may be made to all individuals with disabilities to perform the essential functions of this position.

