



**Spirit Lake Tribe**  
P.O. Box 359  
Fort Totten, North Dakota 58335  
karenj@spiritlakenation.com

<b>Job Title:</b>	Victim's Witness Coordinator	<b>Open Date:</b>	January 21, 2022
<b>SLT Program:</b>	Spirit Lake Tribal Court	<b>Close Date:</b>	Until Filled

**Objective:** The Spirit Lake Victim's Witness Coordinator receives direction and guidance from the Spirit Lake Tribal Court and will fall under the supervision of the Court Administrator. The Coordinator is responsible for managing, coordinating, monitoring and providing case assistance for Juvenile Court and Adult Criminal Court cases within the Spirit Lake Tribal Prosecutor(s) and Juvenile Presenting Attorney(s) Offices. The Coordinator will establish communications with victim/witnesses or their advocates, advise victims of their statutory rights, keep victims/witnesses informed of the status of files, provide victims/witnesses with information, locate witnesses required for effective prosecution and assist with case management. The Coordinator provides information to victims and witnesses throughout the criminal justice and Juvenile Court process to ensure an understanding of the system and that the individual's rights and wishes are being considered throughout the process. In addition, the Coordinator encourages the participation of victims and witnesses in the Spirit Lake Tribal Court system to the extent that the individuals wish, in accordance with tribal and federal laws.

**Major Duties & Responsibilities:**

- Administer programs and implement policies to keep victims/witnesses informed of the status of their case as it moves through the legal system, providing them with information and emotional support, explaining the basic concepts of a criminal/juvenile trial and of testifying in a criminal/juvenile trial.
- Assist attorney staff with case analysis, preparation of witness testimony, coordination of appearances in court, and preparation of trial exhibits and visual aids, including attending meetings to provide updates on trial status and victim/witness participation.
- Locate and/or establish an initial personal line of communication with victims/witnesses regarding availability, case consultation and litigation preparation.
- Advise victims of statutory rights.
- Serve as liaison between victims/witnesses and attorneys.
- Consult with attorneys regarding trial preparation/victim opinion.
- Schedule and participate in interviews with witnesses to assist attorney staff in gathering facts and evidence.
- Develop reports and maintain documentation of witness information, including making supplemental reports of pre-trial interviews, file notes and current contact information.
- Interpret and explain policy, regulations, statutes, and operating procedures to victims/witnesses.
- Assist victims/witnesses in securing time off from employment and, where required, travel, lodging, and child care.
- Escort victims to court and provide information and emotional support throughout the court process.

- Advise victims of the availability of support services and encourage and assist victims in contacting and commencing the utilization of those services
- Act as liaison to local social service and victim's assistance agencies.
- Coordinate with local victim's assistance agencies to ensure effective communication and provision of services.
- Provide victims with information to apply for restitution and to obtain return of property.
- Maintain a current database of information for victims and witnesses including contact information.
- Maintain and manage reports and records documenting victim services rendered.
- Compile statistical data regarding victim/witness contact.
- Develop, plan and make recommendations to enhance the victim/witness program.
- Perform other duties as assigned or apparent

#### **Qualifications, Experience and education required:**

- Knowledge of Court procedures as they apply to crimes and crime victims from initial prosecution through final dispositions.
- Knowledge of local laws and statutes related to crimes and juvenile deprivation matters involving victims.
- Knowledge of law enforcement investigative procedures.
- Knowledge of local social service agencies and the services they provide.
- Knowledge of courtroom and testimony procedures.
- Knowledge of Microsoft Office or similar software and the ability to type at a proficient pace.
- Ability to be tactful and adept in dealing with a wide variety of people.
- Ability to perform office correspondence via fax, email and phone.
- Ability to deal with the public in difficult/stressful situations.
- Ability to work with and manage materials in a confidential manner.
- Ability to organize workload to efficiently prioritize and meet multiple demands and deadlines.
- Ability to develop the necessary database and/or spreadsheet tools for reporting and tracking purposes.
- Ability to work cooperatively with coworkers as a team player.
- Ability to work independently on a variety of assignments.
- Ability to understand and follow complex oral and written instructions.
- Ability to adhere to schedules and perform work assignments.
- Ability to establish and maintain effective working relationships with Court personnel, attorneys, law enforcement personnel, experts and the general public.
- Ability to effectively communicate both orally and in writing.

Applicant should possess one or more of the following:

- A Bachelor's degree in Criminal Justice, Paralegal, Social Services or related field; and one-year experience in counseling or a related field is preferred; OR
- An Associate of Arts Degree in Paralegal, Legal Assistant, Criminal Justice, or a human/social services field and three years of experience in public or private social/human services or law office position; OR
- Five years of progressive related experience in public or private social/human services or law office position beyond high school experience.

**TRAINING, QUALIFICATIONS AND EXPERIENCE:**

- Direct experience working with crime victims/witnesses is DESIRED.
- Strong interpersonal communication skills, both verbal and written.
- At least some combination of education and experience that provide assurance that the Applicant possess the equivalent knowledge, skills and abilities to carry out the duties and responsibilities of the Coordinator.
- **MUST POSSESS A VALID DRIVER'S LICENSE.**

<b>Job Role:</b>	Coordinator	<b>Company Industry:</b>	Spirit Lake Tribal Court
<b>Employment Status:</b>	Full-time	<b>Supervision</b>	Court Administrator
<b>Monthly Salary Range:</b>	DOQ	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	1	<b>Exempt/Non-exempt</b>	Non-exempt

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Department	<b>Email:</b>	<a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272

<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference, a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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