



STATE ATTORNEY'S OFFICE

CAREER OPPORTUNITY

OPERATING UNDER THE CORE VALUES OF HONESTY,
INTEGRITY, AND RESPECT.

LOCATION: Collier County

DIVISION: Witness Coordination

POSITION TITLE: Witness Coordinator

DESCRIPTION:

The successful candidate will work full time in our Collier County Office Witness Coordination Unit. This position will be responsible for coordinating witness's attendance at court proceedings – to include making travel arrangements for witnesses when necessary. The successful candidate will act as the primary support for witnesses and provide guidance throughout the criminal justice process. Preparation of reports, documents, and jury instructions for attorneys and assistants is a requirement of the position so an ability to work quickly and efficiently within IJIS and Word is imperative, as is the ability to aid law enforcement court liaisons as needed. The candidate must have the ability to tactfully handle sensitive situations and emotionally upset and demanding individuals with courtesy and patience. The candidate must have the ability to communicate clearly and effectively (*both orally and in writing*), both in person and telephonically. Courtroom attendance will be required to assist the attorneys during trials. The job may require hours beyond the normal business hours with time spent outside of those normal hours being flexed out. The job requirements and tasks are subject to change to meet the needs of the office and the attorneys as they prepare their cases for trial. The ability to accept and embrace change is critical. The successful applicant must be a self-starter with ability to anticipate and address problems either before or as they occur. Bilingual is preferred.

EDUCATION AND TRAINING:

Any combination of training and experience equivalent to graduation from a standard high school or an equivalency diploma.

SKILLS AND ABILITIES:

- Above average knowledge of the Criminal Justice System and of Windows and Microsoft Office applications. The candidate may be required to complete a 40-hour Victim Service Practitioner Course that may be offered out of town.
- Knowledge of clerical procedures
- Knowledge of legal terminology and legal procedures
- Ability to record information accurately, and in a timely manner
- Advanced knowledge of IJIS and Word
- Ability to assess the needs of victims and witnesses and offer community resources when appropriate
- Ability to work cooperatively with other witness coordinators
- Ability to prepare reports and correspondence

Please submit a resume and completed Employment Application to: supportstaffapplicant@sao20.org.