

Jurisdictional Class: Competitive
Adopted: June 11, 1997
Revised: May 3, 2010

CASE COORDINATOR (DOMESTIC VIOLENCE)

DISTINGUISHING FEATURES OF THE CLASS: This work involves the responsibility to plan, organize, and coordinate the procedures and criteria used in evidence collection, lethality assessment, primary aggressor determination, and dual arrest discouragement in domestic violence cases throughout the county and to train law enforcement in Clinton County in the above. This position also involves development of computerized case tracking techniques to help ensure victim safety. The work is performed under the direct supervision of the District Attorney with leeway allowed for the use of independent judgment in carrying out the details of the work. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Standardizes procedures for evidence collection in domestic violence cases;
Develops lethality assessment guidelines for law enforcement use;
Develops criteria for primary aggressor determination and dual arrest discouragement;
Develops computerized case tracking techniques to help ensure victim safety;
Informs victims of domestic violence of their rights as well as community and legal services available to them;
Promotes, organizes, and prepares public education programs to increase community awareness on victim issues and domestic violence;
Promotes and develops community incentive programs for innovative ideas to combat domestic violence;
Provides for the continuing training to law enforcement staff and professionals in the community on victim-related and domestic violence procedures, criteria and issues;
Works closely with STOP Domestic Violence, police, and other related agencies in preventive efforts aimed at changing attitudes toward battering;
Attends and participates actively in community meetings focusing on domestic violence;
Participates in staff development programs, in-service training, conferences, workshops, seminars, and staff meetings pertaining to domestic violence;
Keeps abreast of literature pertaining to domestic violence, law enforcement, and prosecution of domestic violence cases.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of the dynamics of domestic violence;
Working knowledge of the criminal process, including the functional responsibilities of each component of the system;
Working knowledge of the principles of victim rights and human services system, including public agencies and private non-profit organizations;
Working knowledge of public, private, and community agencies including law enforcement agencies that may be utilized in domestic violence cases;
Skill in interviewing and investigative techniques;
Ability to communicate effectively with others orally and in writing, including strong public speaking skills;
Ability to establish and maintain effective working relationships with relevant individuals;
Ability to get along with others and gain their cooperation;
Ability to follow oral and written instructions.

Case Coordinator (Domestic Violence)

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Criminal Justice, Social Sciences, Education, Community Service, Human Services, or related field; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Criminal Justice, Social Sciences, Education, Community Service, Human Services, or related field and two (2) years of experience in law enforcement, criminal justice, or human services; one (1) year of which shall have included supervisory or program management; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.