

WASHINGTON COUNTY  
Job Description

**JOB TITLE: Case Coordinator**

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Exempt (Y/N): No

DEPARTMENT: Prosecuting Attorney

DATE PREPARED: January, 2005

SUPERVISOR: Chief Deputy Prosecuting Attorney

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**SUMMARY:**

The incumbent is accountable for paraprofessional work in the office of the Prosecuting Attorney. This includes the gathering of information and preparation of case material to be used in court by the Prosecutors. Work involves considerable interaction with the public, various agencies and police departments, often under stressful or difficult conditions. This person will evaluate citizen and police reports to determine whether any further investigation is needed prior to filing charges and to determine the value of witnesses, their testimony, and other evidence prior to trial. The incumbent will assign cases to deputy prosecutor for the filing of warrants and will assign cases for trial. This person will assist and consult with prosecutors during the jury selection process. **Case load exceeded 2,800 cases during 2004.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Take statements and prepare affidavits from individuals wishing to file criminal charges; perform investigations to verify facts and allegations. Contact witnesses or defendant to seek voluntary statements or prepare documentation to subpoena uncooperative parties. Intake from public on all criminal cases.
2. Assist the prosecutors by preparing cases for trial in Municipal and Circuit Court; gather and document information; request subpoenas; notify all parties of court dates and procedure; reschedule court dates as required.
3. Answer and investigate citizen complaints as they arise, writing a report on the investigation, and serving as a liaison between the Prosecuting Attorney's office and the police departments.
4. Review filed cases that the Prosecuting or Deputy Prosecuting Attorneys expect to go to trial to determine who needs to be re-interviewed or issued a subpoena.
5. Interview witnesses, victims, and suspects associated with crimes, and perform other investigative duties and functions as assigned by attorneys in the Prosecuting Attorney's office.
6. Check with all local police departments and agencies concerning on-going and filed cases for new evidence to see if re-interviewing needs to take place.

7. Assist with scheduling and rescheduling cases. Ensure that all dispositions are entered into the County Computer System.
8. Attend trials with Prosecutor and provide assistance as requested. May occasionally have to testify in court.
9. As necessary, visit crime scenes and gather evidence for the Prosecuting Attorney's office, obtain prior conviction judgments from various penal institutions, state and out of state agencies and schedule polygraph tests as required.
10. Check on witnesses, evidence, police and citizens reports, and other information to assist the office in determining whether to go to trial or not and in the preparation of case material to be used in court by the attorneys.
11. Ensure that all activities are professionally and ethically performed in accordance with the law to protect the individual rights of all citizens in Washington County.
12. Coordinate witnesses and evidence for trial to accommodate the varied schedules of each individual.
13. Perform all liaison activities in a professional manner to ensure maximum cooperation between and among the County and other agencies.
14. Jury consultant to prosecutors during jury selection process. Research and prepare jury questionnaires, noting any significant factors and characteristics that might influence verdicts. Keep statistics and data throughout jury term. Analyze nature of case and compare to background, social traits, and prejudices brought out in voir dire.
15. Review Jail Census on a daily basis for prisoners needing probable cause determination observing the 48 hour time limit, insuring all prisoners booked in have arraignment dates and bond settings.
16. Organize arraignment paperwork, gathering police reports from various agencies and when complete, assigning to prosecutor for formal charges to be filed. Paperwork must be filed on a timely basis.
17. Attend court proceedings or have representative present, for recording information concerning trial dates and bond information. Assign cases to individual prosecutors for trial.
18. Work closely with the Judge's Case Coordinator to insure calendar is accurate and up to date and distribute as assigned.
19. Supervise part-time clerical help and law clerks/students assisting in arraignment procedures, post arrest warrants and office procedures. **(Minimum of 2 staff, sometimes three or more).**

20. Assist in development of continued improvements in current computer system and enter information in computer system.
21. Create visual evidence to be used for trails.
22. Complete Hot Check Coordinator's seminar required by the State of Arkansas, Office of the Prosecutor Coordinator, to assist Hot Check Coordinator, when needed. This person should continue to be updated on new hot check laws and procedures through seminars and any available education.
23. Relay information concerning cases to attorneys.
24. Provide information to newspaper and television reporters.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

The incumbent must have completed at least two years of college and have no less than five years experience with a law enforcement agency or equivalent combination of education and experience, as well as at least two years of jury selection experience. The incumbent should be certified in the Hot Check Program and maintain knowledge through educational seminars.

**OTHER SKILLS and ABILITIES:**

The Case Coordinator should be able to organize work so as to work without supervision; be able to assign cases for warrants and trails to prosecutors and law clerks. Must have diplomatic skills to work with attorneys, police agencies, state and out of state agencies. Knowledge of modern office practices, procedures, and equipment is necessary. Must possess strong written and verbal communication skills, understanding of legal terminology, knowledge of judicial proceedings and rules of evidence. The ability to analyze facts, statements, and evidence as well as the ability to establish good rapport with individuals often under difficult circumstances is required. The Case Coordinator should also possess computer skills with a good understanding of Word Perfect, GSA, Hot Check Program and Windows 95. **Legal access to ACIC Network and FBI files via individually assigned access number, required one day of training.**

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to

finger, handle, or feel objects and talk or hear. The employee is frequently required to walk, stand and reach with hands and arms.

Specific vision abilities required by this job include the ability to adjust focus, color vision, and close vision.

The employee must occasionally lift and/or move up to 10 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.