

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Victim Restitution Coordinator/Intern Coordinator**

Exempt (Y/N): No

DEPARTMENT: Prosecuting Attorney

DATE PREPARED: August 2010

SUPERVISOR: Hot Check Administrator

**SUMMARY:**

The incumbent is to apply general accounting skills to keep accurate records of monies received and paid out restitution to victims of crime in Washington County. This includes maintaining a court ordered restitution bank account, making deposits of monies received and preparing checks to pay the victims. The incumbent handles approximately \$700,000 per year in defendant's restitution accounts. The incumbent is also responsible for preparing probation/parole revocations, filing and disbursing them. The incumbent is subject to State audits and must be able to directly deal with the auditors concerning the monies collected and paid out under the supervision of the Hot Check Admin. The incumbent acts as the internship program coordinator for the Prosecuting Attorney and acts as the primary liaison between this office and the University of Arkansas. Ensures that all office functions are performed efficiently and in a professional and timely manner. Ensure that each situation is handled according to the County policies.

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

1. Accept victim restitution payments in the form of money orders and/or cash on criminal and juvenile cases when victim restitution has been ordered. This includes pending cases that have not gone to court yet or that may be in the process of a plea agreement. The prosecuting attorney who is prosecuting the case should provide you with the information needed.
2. Restitution payments can be made in person or via mail. When a receipt has been received via mail, and a defendant's case cannot be clearly identified where the money is to be applied, the money order/cashier's check and a letter explaining the situation is sent back to the payer.
3. Before victim restitution payments are received, it is advised to check with the hot check department and/or the Washington County Circuit Clerk to ensure that the defendant pays in order as determined by the court or judgment, if one exists, to ensure the defendant is in compliance with the courts.
4. Supervise the work activities of non-paid college interns to ensure adequate work production. This includes receiving and reviewing resumes and applications for the position(s) available in the prosecutor's office, interviewing and selecting the

best candidate for the Office Manager's approval. Scheduling and tracking work hours, including ensuring enough hours have been completed by the end of the semester to complete the class requirement to ensure they receive proper credit through their university.

5. Work directly with and act as the primary liaison between the Prosecutor's Office and specific departments at the University of Arkansas to coordinate and oversee the development of the office's internship program. This involves the utilization of diplomacy and constant communication to ensure the University of Arkansas understands what needs we have and what we can offer potential interns.
6. Satisfactions of Criminal Judgments received from the Washington County Circuit Clerk are to be signed and filed once it is verified that the defendant has paid victim restitution.
7. Responsible for balancing daily with all payments received for the day, using the excel program created by the restitution clerk, calculating the exact amount received in cash and in money orders received, until the computerized restitution program is fully placed into effect.
8. Collect payments on active warrants that have not been served yet and it is likely that victim restitution would be ordered. Follow through to ensure that if it is a pending case, that it is made aware to the prosecutor in the event that it may be nolle prossed, dismissed, or entered into a plea agreement. This is done at the request of a prosecutor or by the direction of the office manager.
9. Bank deposits must be done weekly and on the last day of every month. Stamp all money orders for "Deposit Only" and ensure that they are payable to Washington County Prosecuting Attorney, WCPA. Deposit slips must match receipt ledger payment balance. The initial of the Defendant's first name with their last name is written instead of the number on the money order. Record the payment receipt number on the first day of the deposit thru the last day of the week's deposit on the deposit slip.
10. Pay out collected victim restitution at least once a month until the computerized victim restitution Program is fully in effect. This entails creating a Payout Ledger that records the victim's name and address where the Restitution check is mailed, the date of the check, the amount, the check number along with the Defendant's name and all appropriate case numbers, along with any other information that may be vital to the victim's ability to be able to cash and deposit the check.
11. Once a defendant has paid their victim restitution in full, a copy of the appropriate paper work should be added to the file and then taken out of the victim restitution files and placed in closed files. This will ensure that files can be found at later date if need be.

12. Handle all returned restitution checks that are sent back to the Prosecutor's Office in a timely manner. Attempt to find the victim's new/updated information through law enforcement reports and various tools available to the Prosecutor's Office.
13. Restitution checks that are returned to the Prosecutor's office and a reasonable amount of effort was made to uncover the victim's new or updated information, and/or the correct victim, and yet the Restitution Clerk is still unable to locate the victim, the money in the defendant's account is then turned over to the State of Arkansas under the direction of the supervisor. This includes compiling a ledger sheet to include the victim's name, last know address and the amount owed to them.
14. Restitution checks that need to be voided and reissued need to go through the process of ensuring that the voided check is removed from the outstanding check ledger, added back to the defendant's restitution account balance on the ledger sheet and recorded on the voided check ledger that includes all of the original check information including a reason for voiding the check.
15. Until a computerized victim restitution program is in place, hand written ledger sheets are to be made and kept in order to keep accurate payments received, restitution account balance, payouts and account balances are made after new judgments have gone to court and there is a judgment. The ledger sheet should contain the victim's information that should be provided by the prosecutor assigned to the case. If it is not, it is your responsibility that the file shall be returned to the prosecutor to determine said information.
16. Entering victim restitution cases into a computerized victim restitution program so that paper version becomes obsolete.
17. Reviews and analyzes victim restitution cases in order to assist in preparation of revocation hearings. Prepare appropriate legal documents for deputy prosecutors to utilize in court cases. Must be available to testify in court. This includes preparing and signing affidavits on the defendant's victim restitution payment history.
18. Ensure that all victim restitution monies are safely secured in the safe at the end of the day and retrieved each morning.
19. Assist the Office Manger to determine if the Prosecutor should object to sealing a defendant's criminal record by verifying if victim restitution was paid.
20. Accept or supervise acceptance of payments for victim restitution, including proper entry of information into restitution program and ensure that the defendant's receipt reflects the correct information.

21. Oversee court-ordered restitution payments made by defendants. Work closely with Juvenile Probation so they can make the determination on the appropriate course of action. Relay co-defender's information if necessary.
22. Oversee court-ordered restitution payments made by defendants. Work closely with Adult Probation and Parole Department in determining decision to file Violation of Probation and or Violation of Suspend Sentences if necessary.
23. Responsible for preparing, filing and issuing alias warrants for all revocations received from Parole/Probation, and deciding which cases can be revoked, when a defendant has not been arrested by probable cause. Copies of revocation, order and warrant must be properly disbursed amongst agencies. Amend revocations when needed or directed by a prosecutor.
24. Responsible for preparing, filing and issuing post arrest warrants for all revocations received from Parole/Probation, and deciding which cases can be revoked, when a defendant has been arrested on probable cause. These warrants must be filed in time for the defendant's arraignment and given to the Copies of revocations to the Case Coordinator. Amend revocations when needed or directed by a prosecutor.
25. Communicates with defendants and/or probation/parole office regarding an active violation of probation and/or violation of a suspended sentence to relay information to the prosecutor so that they may reach a decision.
26. Communicates with defense attorneys, legal enforcement officers and others in the office.
27. Notify prosecutors of typos on judgments in regards to victim restitution.
28. Perform miscellaneous duties as the situation may require. Including being a floater when filing legal documents with the Washington County Circuit Clerk's office, which may include dropping off documents, and retrieving them once file marked. When requested, taking documents to the Sheriff's Office and the Probation/Parole Office.
29. Answers phone and supervise the answering of phone calls related to victim restitution and revocations.
30. Assists citizens, attorneys, victims, and defendants in navigating through victim restitution process. This includes relaying important information to the prosecutor to help assist as need be.
31. Assists citizens, attorney, and victims navigate through the revocation process of probation/ and or parole cases.

32. Control and track collection of funds by maintaining an auditable trail of transactions, including weekly deposit of payments into the court ordered restitution account and balancing this account on a monthly basis.
33. Assist Administrator in purchasing supplies to ensure there is ample amount of printable checks and receipts ready available.
34. Keep records and statistical information. This includes keeping track of the number of revocations filed during the year, how much victim restitution was received during the year and how much of it was distributed.
35. Assist in the creation of preparing a restitution computer program and provide feedback as the necessary features. This also includes being able to learn a new restitution program and teaching it to others.
36. Responsible for dealing with any and all problems or issues that arise involving victim restitution collection and or/disbursement.
37. Collect hot check payments when Hot Check Administrator and/or associated assistants are unavailable.
38. Act as Administrative Assistant when that position is unavailable, including coordinating appropriate lunch schedules and vacation days to ensure that the main desk is covered at all times to ensure that office functions efficiently.
39. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the county, the public, and other agencies.
40. Ensure all activities are professionally and ethically performed in accordance with the law to protect the individual rights of all citizens in Washington County.
41. Treat all citizens of Washington County in a professional and ethical manner.

#### **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:**

Minimum of an associates degree, three years of accounting based experience, and one year general office experience

#### **OTHER SKILLS AND ABILITIES:**

The incumbent must possess good typing and good dexterity; have strong written and verbal communication skills as well as excellent interpersonal skills when dealing with

victims of crime, citizens, attorneys, law enforcement agencies, banks, and insurance companies; must possess the ability to establish good rapport with individuals; ability to work without constant supervision; must be self-starter; strong organizational skills; basic bookkeeping a necessity and a good understanding of general accounting; have knowledge of modern office practices and procedures. The incumbent should possess computer skills, computer programs such as Word and Excel, accurate data entry and have working knowledge of office machines including an adding machine.

#### 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, bend and stoop; use hands to feel, finger objects and to talk or hear. The employee must occasionally reach with hands and arms; stand and walk.

Specific vision abilities required by this job include close vision.

The employee is frequently required to lift or move up to ten (10) pounds.

#### WORK ENVIRONMENT:

The work environment characteristics described here are representative of the 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.