

[Services A-Z](#)[Departments](#)[Public Records](#)[News and Info](#)[Jobs](#)[Business](#)[About](#)[Export to Word](#)

Description Detail

Restitution Coordinator

Min Hourly	Max Hourly	Min Monthly	Max Monthly	Min Salary	Max Salary
\$17.87	\$25.01	\$3,097.41	\$4,334.98	\$37,164.00	\$52,030.00

Description

Provides administrative and victim assistance duties in coordinating, validating, and calculating information regarding crime impact on victims for the purpose of determining restitution.

Duties

The following statements are illustrative of the duties and responsibilities of the job. The organization retains the right to modify or change the duties and responsibilities of the job at any time.

- Receives general supervision from the division manager.
- Exercises no supervision.
- Coordinate the restitution program, services, and activities of the District Attorney's Office.
- Review, verify, and process documents in accordance with departmental procedures, state statutes, and legal forms.
- Screen victim impact statements for identification of victims and compensation cases.
- Respond to a variety of contacts with crime victims, Deputy District Attorneys (DDA), victim service providers, collection agencies, court collection clerks, and law enforcement officials to provide factual, financial information.
- Process legal documents and correspondence regarding restitution; assist victims in completing required forms and act as a liaison regarding restitution hearings.
- Collect information from victims, insurance agencies, and businesses to determine amount of restitution to be ordered.
- Act as a liaison with the Deputy District Attorney concerning input from victims for restitution; receive and implement changes per the District Attorney's position on restitution policies and state statutes.
- Provide information and support to victims; educate victims about the judicial restitution process and

procedures as necessary.

- Initiate, create, and review correspondence to advise clients of status of restitution.
- Attend court hearings and provide support to both the Deputy District Attorney and the victim in restitution hearings.
- Coordinate, as requested, law enforcement, victim/witnesses, and non-constitutional cases for hearings, trials, meetings, and trial preparation appointments.
- Act as a liaison with the Victim Compensation Board to determine restitution owed and provide low-level investigation of over-lapping claims.
- Prepare statistical information regarding the restitution program.
- Provide related clerical duties in support of program and division administrative processes including answering phones, assisting the public, and referring inquiries to the proper staff or agency.
- Maintain witness and docket sheets, witness and mileage fees, subpoenas, and files for trial.
- When needed, complete and mail victim impact statements for all Divisions and especially for Constitutional Amendment cases.
- Perform other duties as appropriate or necessary for performance of the job.

Knowledge, Skills, & Abilities:

- Principles, practices, and objectives as related to criminal justice processes and compensation and victimization issues in a restitution program.
- Scope and application of laws and regulations pertaining to restitution and compensation programs.
- Routine software and business applications including, but not limited to, word processing, spreadsheets, presentation software, and databases.
- District Attorney and division rules, regulations, policies, procedures, and standard operation procedures.
- Basic mathematical calculations including percentages.
- Legal terminology.
- Correct English usage, spelling, punctuation, and grammar.
- Communicate clearly and concisely, both verbally and in writing.
- Perform duties independently without close supervision.
- Provide professional customer service to clients and public.
- Prepare a variety of legal correspondence and paperwork.
- Accomplish the assigned workload in a timely manner and meet established performance standards and

objectives.

- Effectively respond to conflict situations and people in conflict.
- Establish and maintain effective working relationships with other County employees, representatives of other agencies and organizations, and members of the community.

Qualifications:

- One year of experience in a directly related field or in the performance of similar duties and responsibilities.
- High School diploma or GED required, supplemented by coursework in business, accounting, or a related field.