



## Special Prosecution Unit

### Program Specialist – Crime Victims Support

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#### **Position Summary**

This position performs support work with the victims of crimes that occur within the jurisdictional responsibility with the Special Prosecutions Unit and the local district attorneys it serves. This includes serving as a liaison for crime victims and law enforcement, prosecutors, local district attorneys, and the Texas Attorney General's Office Crime Victim Compensation Program. May conduct research, and prepare program related document. May respond to requests from program stakeholders. May accompany victims, investigators, and prosecutors to hearings and proceedings as necessary,

#### **Essential Duties and Responsibilities**

- Works with victims and the district attorney's office to ensure that the OAG crime victims' claim management system is updated.
- Disseminates general program information to crime victims, medical providers, and other stakeholders.
- Scan, analyze, respond, and assess the crime victims' services and needs in SPU cases, as well as develop potential diversion programs such as the restorative justice model to improve outcomes for victims.
- Receives, sorts, and routes program related correspondence, and prepares correspondence for scanning.
- Gathers, analyzes, and cross references documentation related to providers, victims, and claimants.
- Performs preparation, research, and verification work on all program related correspondence and records including contacting law enforcement, correctional, and medical personnel for necessary and sensitive claims related documents.
- Other duties as assigned by the Executive Director, Chief Investigator or Attorney for the investigator's assigned county.

#### **Direct Reports**

- Executive Director
- Criminal Chief
- Chief Investigator

- Attorney for Assigned County

## **Qualifications and Requirements**

- Minimum 5 years of experience in the field of criminal justice, law enforcement, prosecutions, victims' services with preference for experience at different levels of the system (investigations, prosecution, and post-adjudication).
- Bachelor's degree in Criminal Justice, Law Enforcement, or Victims; related field preferred.
- Valid Texas driver's license with acceptable driving record.
- Ability to pass comprehensive background check, drug screening, and psychological evaluation.

## **Knowledge, Skills, and Abilities**

- Knowledge of the Crime Victims Compensation program.
- Thorough knowledge of Texas criminal laws, procedures, and law enforcement practices.
- Strong desire to assist / help others and still pay attention to detail.
- Excellent interpersonal skills and ability to interact professionally with witnesses, victims, suspects, experts, and colleagues.
- Superior written and verbal communication skills.
- Proficiency in case management software and standard office applications.
- Ability to work independently with minimal supervision.
- Tactical awareness and sound judgment in potentially dangerous situations.
- Experience with evidence collection and preservation techniques.
- Skill in conducting interviews and interrogations.
- Ability to maintain composure under pressure.

## **Physical Requirements**

- Ability to travel extensively throughout Texas, sometimes on short notice
- May require extended or irregular hours based on case related or departmental needs

## **Working Conditions**

- Office environment when performing administrative duties
- Field work in various settings and weather conditions
- Potential exposure to dangerous individuals and situations
- Travel requirement of approximately 50-60% of work time
- May be on-call for emergency response