

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. DEPTALTEG46Y

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency ATY GNRL CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Criminal Justice Bureau
4. Civil Service Position Code Description DEPARTMENTAL ANALYST-E	10. Division
5. Working Title (What the agency calls the position) Departmental Analyst 9-P11	11. Section Victim Rights/Victim Services
6. Name and Position Code Description of Direct Supervisor COX, REBEKAH A; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor HAGAMAN-CLARK, DANIELLE J; SENIOR EXECUTIVE ATTORNEY	13. Work Location (City and Address)/Hours of Work 525 W OTTAWA ST; LANSING, MI 48915 / M-F; 8 a.m. to 5 p.m.

14. General Summary of Function/Purpose of Position

This position assists victims of criminal child support cases from the pre-charging stage through sentencing, most importantly by serving as the liaison between the Assistant Attorneys General (attorneys) assigned to their cases and as the main departmental contact person for the victims. This position answers questions and concerns that the victims may have, advising the victims of issues arising in the case, coordinating court appearances, arranging transportation, making referrals to appropriate social services agencies, and otherwise assisting in the investigation and prosecution of the high profile and/or complex criminal child support cases in a victim-centered manner. This position is responsible for interpreting and understanding the criminal process, maintaining necessary information in the ACT, Legal Files, and MICES databases used to manage child support cases.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 50

Serve as the Departmental Liaison between the Attorney General's Office and victims in child support cases.

Individual tasks related to the duty:

- Contact identified victims prior to issuance of warrants and provide explanation of the criminal justice process, including investigative steps and action taken if charges are brought.
- Serve as the main departmental contact for child support victims who contact the Attorney General's Office.
- Analyze, collect, and prepare the necessary data requested and required by attorneys to successfully process child support cases.
- Consult with victims to help them comprehend the roles they will play during the criminal trial of the defendant, answering questions and concerns as it relates to their specific cases.
- Assist attorneys with explanations to victims whose cases do not meet the Attorney General's charging criteria and how they can still take steps to request prosecution of the offender.

Duty 2

General Summary:

Percentage: 40

Assist victims during court proceedings following charging of the offenders.

Individual tasks related to the duty:

- Contact victims when charges are authorized; review the steps in a criminal prosecution and prepare written notices required by statute.
- Inform victims of the Michigan Crime Victim Notification Network (MCVNN) and assist them in registering for automatic notification of court information.
- Advise victims of bond conditions after defendants are arraigned and ensure that victims are also notified if defendants make bond.
- Promptly notify victims of the date, time, and place of all court appearances by telephone and written notification.
- Coordinate victim court appearances, arrange transportation if needed, and recommend social services agencies available to victims if needed.
- Assist victims in the completion of victim impact statements, restitution requests, and applications to the Crime Victim Services Commission when applicable.
- Interpret, understand, and comply with the "Crime Victim's Rights Act, MCL 780.751 et seq."

Duty 3

General Summary:

Percentage: 10

Training

Individual tasks related to the duty:

- Maintain specific and precise knowledge of the provisions and requirements of the Michigan Crime Victim's Rights Act, MCL 780.751 et seq.
- Attend training on victims' advocacy as directed by department supervisors.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

The incumbent is expected to be well versed in the criminal justice system, and as the incumbent will be responsible for independently advising the victim of the steps in the progression of criminal cases, with minimal consultation with the prosecuting attorneys. The incumbent will be responsible for using ACT, MICSES, and MCVNN.

17. Describe the types of decisions that require the supervisor's review.

The incumbent will not make decisions about how the case is to be investigated or prosecuted. His or her function is to assist the victim, and the assigned attorney(s) as directed.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

The position requires sufficient mobility to work in a normal office setting and use standard office equipment. The incumbent must have sufficient vision to read printed materials and hearing and speech to communicate over the telephone. Travel may be occasionally required if needed to assist victims with court proceedings.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

The incumbent will, at a minimum, ensure compliance with the duties of a prosecutor under the Michigan Crime Victim's Rights Act, MCL 780.751 et seq. The position is critical to enable the assigned attorneys to concentrate on their professional legal responsibilities and efficiently perform their duties, especially in high profile and/or complex criminal cases.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

The position was moved out of Financial Crimes Division and into the Victim Services Section. The duties remain the same except the removal of the financial reports and collecting data and preparing reports needed to analyze child support warrants and arrests. These duties remain in Financial Crimes Division and is not part of this position.

25. What is the function of the work area and how does this position fit into that function?

The primary mission of the Victims Advocate/Victims Services is to assist victims from the pre-charging stage through the sentencing. The Section also serves as the liaison between the Assistant Attorney General assigned to the case and as the main departmental contact person for the victims. This position supports the victims of criminal child support cases victim(s) in such cases with additional advice on how to obtain additional services that victims of in such cases often find themselves. This will enable to the attorney(s) assigned to the high profile and/or complex cases to focus on successfully prosecuting such cases, while knowing that the needs of the victims (both required by law and those needed by the nature of the case(s) are being addressed by a professional victim advocate.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Departmental Analyst 9

No specific type or amount is required.

Departmental Analyst 10

One year of professional experience.

Departmental Analyst P11

Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

Prior experience with using ACT, MICSES, and MCVNN and prior experience working with a prosecutor's office or the Attorney General's office or otherwise within the criminal justice system working with victims is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

The position requires good "people skills" and the ability to be respectful of the backgrounds and cultural perspectives of diverse populations. Knowledge of the criminal justice system, strong organizational skills, and strong time management skills are required.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must maintain a valid Michigan driver's license.

Possession of a bachelors' degree with one year of victim advocacy experience.

Must receive the PAAM Victim Advocate Basic Training certification within one year from date of hire.

Preferred is a bachelors' degree with three years of victim advocacy experience or possession of a masters degree with one year of victim advocacy experience.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None

I certify that the entries on these pages are accurate and complete.

LALENA VANDEUSEN

5/13/2024

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

JANE E FEELEY

Employee

Date