

**MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
HUMAN RESOURCES**

POSITION DESCRIPTION

OFFICIAL TITLE OF POSITION: Administrative Intern – Witness Protection

NAME OF PRESENT INCUMBENT:

DEPARTMENT: District Attorney

DIVISION: Investigative Services

REPORTS TO (Name & Title): Investigator-in-charge of Witness Protection Unit

TITLE CODE:

POSITION NUMBER:

PAY RANGE: 01 IM

TYPE OF POSITION: (Check One) FT PT Hourly X
Seasonal

PURPOSE OF POSITION: Provides administrative, technical, and logistical support to law enforcement staff of Witness Protection Program by analyzing and preparing cases for further law enforcement investigation and action.

TITLE(S) OF POSITION(S) SUPERVISED: (must include disciplining and evaluating): none

DUTIES: Describe in detail the work you do, listing most time consuming duties first, along with approximate percentages which should total 100%. Indicate "E" if duty is essential.

Description of Duties
E=Essential Duty

% age of Time

Spent on Duty

1. Review all charged felony and serious misdemeanor cases in CCAP from previous business day to determine eligibility of victims and witnesses for program services according to pre-set criteria;
2. Make copies of no contact orders, police reports, and other administrative data to support witness protection investigations;
3. Obtain case files from various units throughout the District Attorney's Office, including the Homicide Unit, the Domestic Violence Unit, the Sensitive Crimes Unit, and the General Crimes teams;
4. Monitor, analyze, and prepare comprehensive written reports on the content of monitored offender telephone communications;
5. Analyze patterns of potential criminal conduct by offenders and others that may result in threats towards victims and witnesses in order to make case referrals to law enforcement staff;
6. Serve as a liaison with assistant district attorneys, victim witness specialists, and other community advocates to assist in making program referrals;
7. Transport victims and witnesses to and from court;
8. Assist law enforcement staff with gathering intelligence on offenders using active surveillance methods;
9. Analyze databases to obtain background information on offenders and suspects;
10. Provide administrative and logistical support to law enforcement staff, including monitoring police radio traffic and providing basic dispatch services.

KNOWLEDGES, SKILLS & ABILITIES: Indicate a corresponding knowledge, skill and/or ability required for each of the above indicated duties

1. Knowledge of computer skills including word processing and database search techniques.
2. Ability to operate office equipment, including copiers, faxes, and scanners.
3. Ability to communicate effectively orally and in writing.
4. Ability to work well with members of the public, including victims and witnesses, and with members of the legal and law enforcement communities.

5. Ability to operate a police radio and perform rudimentary dispatch duties.
6. A valid driver's license and good driving record.
7. Ability to discern patterns of behavior and draw logical conclusions.
8. Ability to work with and safeguard confidential case material.
9. Skill in organizing and analyzing data.

MINIMUM QUALIFICATIONS:

Education: High School diploma or equivalent required; enrollment in college or university strongly preferred.

Experience: Law enforcement, military, or legal office experience preferred.

Licensure/Certification/Registration: valid driver's license required.

Physical Requirements/Demands:

Work Environment: Safety Building/Criminal Justice Facility/Courthouse complex

Incumbent's Signature: _____ **Date:**

Supervisor's Signature: _____ **Date:**

Department Head's Signature: _____ **Date:**
