

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST III –
Domestic Violence Services Coordinator

SALARY GROUP: B19

DEPARTMENT: Victim Services Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Mary McCaffity DATE: 07/15/2022

POSITION #: 043095

I. JOB SUMMARY

Performs complex consultative services and technical assistance work. Work involves planning, developing, and implementing an agency program; providing consultative services and technical assistance to program staff, governmental agencies, community organizations, and the public; and providing guidance to others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Plans, develops, and implements Victim Services programs; and provides consultative services and technical assistance to crime victims, agency staff, other agencies and organizations, and the public regarding Victim Services activities and operations to include Victim Notification, Victim Impact Statements, and Crime Victims' Rights.
 - B. Reviews offender files and monitors offender parole review dates; conducts outreach to victims of crime; and assists victims with exercising their rights.
 - C. Prepares administrative reports, studies, and special publications; prepares reports on the effectiveness of program activities; and prepares correspondence and other documentation.
 - D. Provides information to victims regarding offender status and parole review eligibility and crime victims' rights; works with crime victims to identify and address special needs in relation to the criminal justice process; and serves as a liaison with Victim Services and other departments, divisions, victims, organizations, agencies, and the public.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminal Justice, Business Administration, Social Work, or a related field preferred. Each year of experience as described below in excess of the required five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Five years full-time, wage-earning criminal justice, program administration, social services, or public administration experience. A Master's degree in a related field from a college or university accredited by an organization recognized by CHEA or by the USDE may be substituted for two years of the required experience.
3. Victim services experience preferred.

B. Knowledge and Skills

1. Knowledge of the principles, practices, and methods of public administration and management.
2. Knowledge of state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in administrative problem-solving techniques.
8. Skill to review technical data and prepare technical reports.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill in gathering, assembling, correlating, and analyzing information.

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12. Skill to type 45 words per minute (with no more than 10 errors) preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.