

Clifford E. Riedel  
District Attorney

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1st ASSISTANT DISTRICT ATTORNEY  
Mitchell T. Murray

2nd ASSISTANT DISTRICT ATTORNEY  
Emily A. Humphrey

CHIEF DEPUTY DISTRICT ATTORNEYS  
Andrew J. Lewis  
Daniel M. McDonald  
David P. Vandenberg  
Gregory K. Biggers  
Robert J. Percifield

## Job Description - Victim Witness Sentence Outcome Letters Workload

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*Build your resume, gain experience, volunteer.*

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### **Key Responsibilities:**

- Create and send notifications of sentence outcomes for cases, including attaching documents with the appropriate information about their rights regarding post sentencing.
- Document all contacts made to victims or parties from a case in various computer databases.
- Make follow-up phone calls to victims regarding their post-sentencing rights.
- Help advocates obtain and maintain up to date contact information for victims; working with other agencies to access vital information.
- Contact victims for updated contact information when their mail is being returned.
- Attend court hearings or Trials and meetings with victims when permitted.
- Any other VOCA duties as assigned