



## **Job Description - Victim Witness Sentence Outcome Letters Workload**

---

*Build your resume, gain experience, volunteer.*

---

### **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