

**POSITION: VICTIM & WITNESS COORDINATOR – ATTORNEY      POSTING #5006-0218sr**

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606  
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: [humanresources@UtahCounty.gov](mailto:humanresources@UtahCounty.gov) ♦ <http://www.utahcounty.gov/jobs>

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

**JOB ANNOUNCEMENT**

**POSITION: Victim & Witness Coordinator - Attorney      Posting# 5006-0218sr**  
**1 full-time position and 1 part-time position available**

**REQUIRED ATTACHMENTS TO APPLICATION:**

- **Supplemental Documents:** *Supplemental Questionnaire*
- A **typing test** score sheet dated within the last 12 months at or above the rate of 40 wpm net. Typing scores will be accepted from any service or software. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Human Resource office, to validate the required 40 net)
- **College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable**
- **Required licensure**

**STARTING SALARY: Step 26 – 32 \$1,396.30 – 1,606.82 bi-weekly**

Salary will be determined upon experience and or education  
*Plus benefits package - Step increase available after completing probation and annually thereafter.*

**OPENING DATE: February 14, 2018**

**CLOSING DATE: March 7, 2018**

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*  
**For additional information see the job description at - - <http://www.utahcounty.gov/jobs>**

**JOB SUMMARY:**

Under general supervision of the County Attorney, serves as a liaison for prosecutors with victims and witnesses. Maintains contact and facilitates prosecutor interviews and trial preparation with victims and witnesses. Assesses the needs of victims and witnesses, provides appropriate information and makes appropriate referrals to community services. Preference may be given for bilingual Spanish communication skills.

**DUTIES INCLUDE:**

- Develops** and coordinates services to crime victims and witnesses from the Utah County Attorney's Office.
- Serves** as a liaison for prosecutors with crime victims and witnesses and assists prosecutors in communicating and meeting with victims and witnesses.
- Notifies** victims and witnesses of meetings, trials, court hearings, and case dispositions.
- Assists** prosecutors in preparing victims and witnesses to testify in court.
- Informs** victims and witnesses about the criminal justice process, responds to their requests for services and information, and provides referrals to appropriate community resources.
- Assists** victims in restitution matters including obtaining documentation of losses, working with the court and probation departments for receiving restitution payments, and ensuring the County Attorney's Office appropriately seeks and obtains restitution orders from the courts.
- Maintains** records of victim contact information, victim interactions and assistance provided to victims.
- Writes** and submits related grant applications and renewals and ensures compliance with grant requirements.
- Coordinates** travel arrangements for victims and witnesses attending court hearings.
- Assists** prosecutors in the preparation of criminal protective and no contact orders.
- Coordinates** the office victim and witness coordinator volunteer program through associated colleges and universities.
- Makes** necessary arrangements for non-English speaking, impaired and disabled victims and witnesses.

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**Attends**, represents the office, and may present at conferences and meetings regarding victim and witness assistance or coordination.

**Checks** criminal history of witnesses as a BCI representative.

**EVALUATION AND SELECTION FACTORS INCLUDE:**

**Knowledge of:** the criminal justice process and victims' rights.

**Skill in:** word processing, data entry, spreadsheets, filing, record keeping, and record retrieval; interpersonal communication; reading, writing and basic math.

**Ability to:** stay calm while working with people in crisis situations; work with minimal supervision in the development of printed materials and new programs; maintain cooperative relationships with the public and other County employees; draft legal documents.

**REQUIREMENTS FOR EMPLOYMENT:**

Bachelor's degree in social or behavioral science, criminal justice, or a related field. Other combinations of education and experience deemed equivalent may also be considered. Selected applicants must pass a type test at or above the rate of 40 WPM net. Preference may be given for bilingual Spanish communication skills.

**Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**LICENSURE/CERTIFICATIONS:**

Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

Incumbent must obtain, and thereafter maintain, certification for Utah Criminal Justice Information System access during the probationary period for new hires or the trial period for promoted County employees.

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.