

*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

### Grant funded Part-time position with benefits

**POSITION: VICTIM & WITNESS COORDINATOR - Attorney's Office**

Posting# 995006-0713md

#### REQUIRED ATTACHMENTS TO APPLICATION:

- 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 Personnel office, to validate the required 40 net)
- **College transcripts and/or diploma to receive College credit - internet printouts & photocopies are acceptable**

**STARTING SALARY:** Step 26; \$ 16.58 per hour (plus benefits package)

*Step increase available after completing probation and annually thereafter.*

**OPENING DATE: AMENDED June 20, 2013**

**CLOSING DATE: July 1, 2013**

*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.utahcountyonline.org/dept/pers>

#### 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.

#### 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.

**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.

#### 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.

Preference may be given to those applicants with bilingual Spanish speaking/reading skills.

#### 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. **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 Personnel 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 Personnel 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 Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

