

**POSITION: VICTIM ADVOCATE – SHERIFF**

**POSTING # 5051-0418jhm**

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**

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### **REQUIRED ATTACHMENTS TO APPLICATION:**

- 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**

**STARTING SALARY: Step 26-\$17.45 to Step 32-\$20.09 per hour, Bi-weekly \$1,396 - \$ 1,606**

**Salary will be determined upon experience and or education**

**Plus benefits package - Step increase available after completing probation and annually thereafter.**

**OPENING DATE: April 5, 2018**

**CLOSING DATE: April 19, 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 Victim Assistance Program Coordinator, assists victims of crime through the judicial process by providing information regarding the legal process, investigation process, and resources such as shelter, treatment, education, legal assistance, and financial aid. Applicants hired under some grants must be fluent in Spanish and English.

### **DUTIES INCLUDE:**

Responds to hospitals, crime scenes, and other locations as requested by sworn Sheriff's Office personnel to assist primary and secondary victims with crisis needs and to provide emotional support; assesses victims' safety and other needs, informing them of available resources and acting as a liaison in obtaining services.

Assesses and reviews violent crime reports and ensures victims are contacted within established time frames. Receives cases referred by Deputy Sheriffs and serves as a liaison between the victim, the referring deputy, and the attorney; educates each victim regarding the legal process and the rights afforded them under the law. Assists victims in preparing and filing protective orders, stalking injunctions, and other legal forms.

Attends applicable court proceedings or ensures attendance of a volunteer, testifies as necessary and coordinates transportation of witnesses and/or victims and their families as needed.

Tracks case information, documents referrals and other actions, and writes reports on case progress; provides current address and phone number of victims to the Office of the County Attorney or Board of Pardons. Collects statistical information for the Office of Crime Victim Reparations. Coordinates with Juvenile Court, the Children's Justice Center, medical and mental health professionals, and other related persons or agencies regarding services provided to victims.

**EVALUATION AND SELECTION FACTORS INCLUDE:**

**Knowledge of:** the criminal justice process and victims’ rights; community resources available to victims for shelter, treatment, education, legal assistance, and financial aid.

**Skill in:** reading, writing, and basic math; word processing, spreadsheets and basic computer applications; using standard office equipment; filing, record keeping and record retrieval.

**Ability to:** stay calm while working with people in crisis situations; communicate and interact with individuals from diverse social, economic, and ethnic backgrounds in a professional manner; maintain cooperative relationships with those contacted during the course of work activities; maintain confidentiality of sensitive records and information; work under minimal supervision; communicate fluently in Spanish and English if hired under a grant that requires it.

**REQUIREMENTS FOR EMPLOYMENT:**

Bachelor’s degree in behavioral science, psychology, sociology, or a related field. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net. Applicants hired under some grants are required to be bilingual.

**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.

**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.