

## JOB ANNOUNCEMENT

*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.*

POSITION IS BASED ON GRANT FUNDING

**POSITION: VICTIM ADVOCATE - SHERIFF**

Posting# 995051-0414jhm

### 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 including the Workforce Services Mavis Beacon program. (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 HOURLY RATE: Step 26, \$16.58 per hour, \$1,326 Bi-weekly** \*(plus benefits package)  
*Step increase available after completing probation and annually thereafter.*

**OPENING DATE:** April 11, 2014

**CLOSING DATE:** April 25, 2014

*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 Special Victims Task Force Director, 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.

**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. 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.

**REQUIREMENTS FOR EMPLOYMENT:** Bachelor 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. Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**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.



UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER