



# Victim Advocate - Sheriff

## Job Description

Department: Sheriff  
Position: Career Service  
Grade: 506  
Supervisory: No  
Reports to: Victim Assistance Program Coordinator  
- Sheriff

### Summary

Under general supervision of the Victim Assistance Program Coordinator - Sheriff, 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.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Respond 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. Assess victims' safety and other needs, informing them of available resources and acting as a liaison in obtaining services.
2. Assess and review violent crime reports and ensure victims are contacted within established time frames.
3. Receive cases referred by Deputy Sheriffs and serve as a liaison between the victim, the referring deputy, and the attorney; educate each victim regarding the legal process and the rights afforded them under the law.
4. Assist victims in preparing and filing protective orders, stalking injunctions, and other legal forms.
5. Attend applicable court proceedings or ensure attendance of a volunteer, testify as necessary and coordinate transportation of witnesses and/or victims and their families as needed.
6. Track case information, document referrals and other actions, and write reports on case progress; provide current address and phone number of victims to the Office of the County Attorney or Board of Pardons.
7. Collect statistical information for the Office of Crime Victim Reparations.
8. Coordinate with Juvenile Court, the Children's Justice Center, medical and mental health professionals, and other related persons or agencies regarding services provided to victims.

### For Office Use Only

Class Code: 5051  
Class Title: Victim Advocate – Sheriff  
FLSA: Non-Exempt  
Effective Date: 3/8/2019  
Public Safety: No

Worker's Compensation: County  
Background Level: Civilian  
Safety Sensitive: Yes  
DOT: No  
ML: Individual Contributor

### **Knowledge, Skills, and Abilities**

- Knowledge of the criminal justice process and victims' rights
- Knowledge of community resources available to victims for shelter, treatment, education, legal assistance, and financial aid
- Skilled in reading, writing, and basic math
- Skilled in word processing, spreadsheets, and basic computer applications
- Skilled in using standard office equipment
- Skilled in filing, record keeping, and record retrieval
- Ability to stay calm while working with people in crisis situations
- Ability to communicate and interact with individuals from diverse social, economic, and ethnic backgrounds in a professional manner
- Ability to maintain cooperative relationships with those contacted during the course of work activities
- Ability to maintain confidentiality of sensitive records and information
- Ability to work under minimal supervision
- Ability to communicate fluently in Spanish and English if hired under a grant that requires it

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment, but occasionally requires field work which includes visiting crime scenes, victim's homes, hospitals, and other locations which may expose the incumbent to hostile or unknown circumstances. Incumbent may be exposed to contagious or infectious diseases. Incumbents are occasionally required to provide victim assistance outside of regular working hours. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Incumbent may be required to drive Utah County owned vehicles in the course of conducting County business. Must abide by the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies up to thirty (30) pounds. The employee regularly drives a motor vehicle.

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**Position Type/ Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand, and on-call availability may be required.

**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

**Required Education and Experience**

- 1. Bachelor’s degree in behavioral science, psychology, sociology, or a related field.
- 2. Equivalent combinations of education and experience may also be considered.

**Additional Eligibility Qualifications**

- 1. Applicants hired under some grants are required to be bilingual in Spanish.
- 2. Selected applicants must pass a typing test at or above the rate of forty (40) WPM net.
- 3. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
- 4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Below is to be completed after an offer has been extended and accepted.**

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

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Department Head \_\_\_\_\_

HR Director \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee \_\_\_\_\_ Date \_\_\_\_\_

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