

Supplemental Questionnaire
for
Victim & Witness Coordinator

Posting # 5009-0218sr

Please read through the instructions and the questionnaire carefully before you fill it out. It is very important that you answer the questions as completely and accurately as possible.

INSTRUCTIONS

The Utah County Office of Human Resources appreciates your interest in this position. Since this questionnaire is an important part of the selection process for this position, **it must be fully completed.** It has been prepared to give applicants the same opportunity to fully explain their background as it relates to this position. In this questionnaire you will be asked to describe your past experience in performing certain duties. **Do not substitute your resume or any other material for a response to the questions contained in this questionnaire. *Any work experience listed on this supplemental questionnaire must be indicated on your application.*** We are only interested in your past experience, not in titles of positions you have held, or in your belief that you could do the job if given the chance. Please follow the instructions carefully for each question. Please write clearly.

The information you provide will be evaluated to determine your eligibility for further consideration.

Please type or use black ink (for reproduction purposes). Please attach additional pages using the same format when more space is needed. Please submit all application materials to Utah County Office of Human Resources, 100 East Center, Suite 3800, Provo, Utah, 84606.

Name (please print)

Date

Last four numbers of Social Security #: X X X - X X - ____ ____ ____ ____

PLEASE READ CAREFULLY BEFORE SIGNING: The answers to the following questions are true and complete to the best of my knowledge. I understand that falsification of information may result in my disqualification or removal from a County position.

Signature: _____ Date: _____

Please answer the questions as completely as you can. Remember, we are interested in a description of your past experience and not in the titles of positions you have held. Identify your employer(s) for all the experience you describe.

Please describe in detail the length and scope of your experience in the following areas:

1. Please review your work experience assisting victims or witnesses with the criminal justice process.

Number of months in this function: _____ full time part time

2. What has been your experience in assisting victims in restitution matters including restitution payments, return of property, and documentation?

Number of months in this function: _____ full time part time

3. Please detail your work experience in tracking cases, keeping records, and reporting on case progress.

Number of months in this function: _____ full time part time

4. What is your experience in contacting and notifying individuals of upcoming meetings, hearings or important deadlines?

Number of months in this function: _____ full time part time

5. Please give a detailed overview of your computer and other technical skills. Please include the computer programs/word processing programs you have used in your previous/current employment and give examples of how you used them.

Number of months in this function: _____ full time part time

Preference may be given for bilingual Spanish communications skills. Please rate your skill level in the following areas:

a: Speaking Spanish:

- None
- Beginner
- Intermediate
- Advanced
- Superior
- Fluent

b: Reading Spanish

- None
- Beginner
- Intermediate
- Advanced
- Superior
- Fluent

c: Writing Spanish

- None
- Beginner
- Intermediate
- Advanced
- Superior
- Fluent