Forensic Interviewer I - CJC

Job Description

Department:	Children's Justice Center
Position:	Career Service
Grade:	724
Supervisory:	No
Reports to:	Associate Director – Children's Justice Center or Clinical Supervisor

Summary

Under general direction of the Associate Director – Children's Justice Center or Clinical Supervisor and as a member of the Utah Valley Special Victims Task Force, performs professional work in conducting forensically sound investigative interviews and in assessing individual child victims. Prepares individual reports and evaluations and testifies in court as required.

Essential Functions

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

1. Conduct individual child forensic interviews of alleged child abuse victims according to protocol, including extended interview protocol when necessary; identify and assess issues relating to language, cognitive ability, and emotional state.
2. Participate in the investigative staffing process; make recommendations regarding a child's safety and ability to testify by taking legal guidelines into account and using information gathered during forensic interviews, through collateral contacts, and by reviewing assessment results.
3. Ensure reports and other documents are delivered to courts and other parties in a timely manner and in a format approved by the Utah County Attorney's Office.
4. Create, maintain, and submit various records and documents including various administrative forms to ensure accurate data collection for statistical reports and other purposes.
5. Coordinate with local and state-wide law enforcement and social service agencies in order to facilitate collaboration efforts in behalf of alleged child victims.
6. Serve as a forensic interview specialist in court and interagency meetings; testify in court as an expert witness; provide information to judges and other criminal justice system and child protection personnel; communicate information to appropriate agency personnel to ensure follow through.
7. Maintain knowledge of current research regarding the field of child forensic interview techniques and assessments, Utah Valley Special Victims Task Force policies and procedures, the criminal justice system, and community resources through professional training, in-service training, seminars, workshops, and publications.

For Office Use Only

Job Code: 2379
Job Title: Forensic Interviewer I - CJC
FLSA: Exempt
Effective Date: 11/7/2026
Public Safety: No

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

Knowledge, Skills, and Abilities

- Knowledge of child development
- Knowledge of child interviewing methods and techniques
- Knowledge of principles and practices of social assessment
- Knowledge of assessment of trauma, language and cognitive ability
- Knowledge of criminal justice system, laws, and ordinances
- Knowledge of policies relevant to work performed
- Knowledge of appropriate handling of protected health information (PHI)
- Skilled in crisis intervention techniques
- Skilled in appropriate child interviewing techniques
- Skilled in basic computer programs, word processing and document composition
- Ability to conduct forensically sound interviews of child victims
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to identify and assess symptoms of trauma
- Ability to communicate effectively verbally and in writing
- Ability to maintain files, records, and reports
- Ability to coordinate multiple tasks efficiently

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. 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. This job may expose the incumbent to high stress situations and potentially hostile situations including contact with the public in confrontational, emotionally charged, or uncomfortable situations.

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 the ability to adjust focus. The employee is required to type, file and lift supplies up to twenty (20) pounds. The employee occasionally drives a motor vehicle.

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Position Type/ Expected Hours of Work.
Incumbent must work eighty (80) hours each pay period 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.

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. Master's degree in social work, sociology, psychology, criminal justice, or a related field.

Additional Eligibility Qualifications
1. Applicants must possess and maintain licensure under the Mental Health Professional Practice Act (UCA 58-60) as a Certified Social Worker (CSW), Marriage and Family Therapist (MFT), or Associate Clinical Mental Health Counselor (ACMHC).
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

Career Ladder Advancement
For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:
1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

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.

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Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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