



# Victim Advocate – Sheriff

## Job Description

Department: Sheriff  
Position: Career Service  
Grade: 722  
Supervisory: No  
Reports to: Victim Assistance Program Coordinator  
– Sheriff

### Summary

Under general guidance and direction of the Victim Assistance Program Coordinator - Sheriff provides crisis intervention and support throughout the criminal justice process. Connects victims of crime to resources. Addresses the mental, physical, and/or emotional recovery of victims. Acts as a liaison between victims, the criminal justice system, allied agencies, and community services that are focused on system improvement. Ensures victims' rights are upheld and honored.

### Essential Functions

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

- I. Direct Victim Services
  1. Provide crisis intervention and/or on-scene crisis response.
  2. Prioritize the needs and interests of victims of crime in all aspects of case management and advocacy.
  3. Listen actively to and collaborate with victims of crime to address their mental, physical, and/or emotional needs for recovery.
  4. Provide initial and consistent safety planning; address the need for orders of protection; assist with obtaining civil orders of protection, criminal orders of protection, and/or jail release no contact orders.
  5. Assist victims with pre-sentence investigation reports, victim impact statements, reparation applications, and/or restitution efforts.
  6. Inform victims about their rights and ensure their rights are upheld.
  7. Connect victims with community resources for additional support.
- II. Advocacy and Support
  1. Provide advocacy for victims of all types of crimes, without focusing on any one area of victimization.
  2. Provide education, notification, advocacy, support, and/or accompaniment throughout the criminal justice process.

### For Office Use Only

Class Code: 5051  
Class Title: Victim Advocate – Sheriff  
FLSA: Non-Exempt  
Effective Date: 6/8/2026  
Public Safety: No

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

3. Act as a liaison between victims and law enforcement officers and/or prosecutors, including required disclosures of exculpatory information.
4. Increase collaboration and communication between agencies, organizations, groups, and systems that serve victims and survivors.
5. Participate in a **required 24/7 on-call rotation**, providing immediate crisis response, advocacy, and support to victims as needed outside of regular business hours.

### III. Legal and Procedural Support

1. Review police reports and/or court records and provide follow-up contact and resources to victims.
2. Address the need for orders of protection.
3. Inform victims about the automated victim notification systems, such as Victim Information and Notification Everyday (VINE).
4. Attend applicable court proceedings; testify in court, as needed.
5. Monitor and maintain case records, including victim contact information, victim interactions, and assistance provided to victims; write reports on case progress; provide victims' current contact information to the Office of the County Attorney or Board of Pardons, as needed.

### IV. Cultural Competence and Communications

1. Demonstrate a respect of values, attitudes, beliefs, and customs that differ across cultures, and respond appropriately to these differences when assisting victims of crime.
2. Ensure victims receive services and assistance in their language and utilize certified interpreters in criminal justice proceedings.
3. Collect statistical information for the Utah Office for Victims of Crime regarding reparations and to ensure grant compliance.
4. Attend and serve as a representative of the Utah County Sheriff's Office (UCSO) Victim Services Program at trainings and meetings; may present at conferences and meetings regarding victimization issues, victim assistance, and resources.

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

- Knowledge of the State of Utah criminal justice system
- Knowledge of the Utah victim rights laws including the Constitutional Rights of Crime Victims and the Crime Victims Restitution Act (Utah Code Title 77, Chapters 37-38)
- Knowledge of principles, practices, and techniques of crisis intervention
- Knowledge of trauma-informed response modalities and practices
- Knowledge of community services and resources available to victims of crime
- Skilled in cultural awareness best practices and language access practices
- Skilled in listening to understand and communicating effectively, orally and in writing, with various audiences
- Skilled in Microsoft Office applications, including Word, Excel, PowerPoint, Outlook, and Teams
- Skilled in detailed record keeping and retrieval

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- Ability to develop and maintain cooperative working relationships with those contacted during the course of work activities
- Ability to manage multiple tasks, assignments, and projects independently under pressure
- Ability to diplomatically intervene in crisis situations, assess victims' needs, and apply appropriate resources
- Ability to provide emotional support, validation, and understanding to victims in crisis while maintaining professional boundaries
- Ability to practice self-care strategies to prevent burnout and maintain emotional well-being
- Ability to manage exposure to graphic details of trauma, including physical and sexual violence, child abuse, domestic violence, substance abuse, and suicidal ideation
- Ability to manage stress and provide effective services while receiving feedback and working collaboratively within a team environment
- Ability to communicate effectively and provide victims with factual case updates in an accurate and timely manner
- Ability to assist victims in applying for restitution, victim compensation, and other financial assistance
- Ability to comprehend and apply standards and guidelines of victim advocacy, including the National Organization for Victim Assistance (NOVA) Code of Ethics and the victim rights provisions of the Utah Constitution
- Ability to interpret, understand, and apply applicable laws, statutes, ordinances, regulations, and policies
- Ability to prepare detailed case notes documenting all services provided and communication with victims
- Ability to establish and maintain effective working relationships with other government employees, law enforcement agencies, courts, children's justice centers, legal representatives, community-based agencies, and the general public

### **Supervisory Responsibility**

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

### **Work Environment**

This job operates primarily in a professional office environment but occasionally requires field work, which includes visiting crime scenes, homes of victims, hospitals, and other locations that may expose the incumbent to hostile or unknown circumstances. Incumbent may be exposed to contagious or infectious diseases due to interactions with the public. This role routinely uses standard office equipment, such as laptops, desktops, smartphones, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

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## **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. The employee is frequently required to stand, talk, and listen. Specific vision abilities necessary for this job include close vision, the ability to adjust focus, and the ability to distinguish between different shades of color and patterns. The employee is required to type, file, and lift supplies up to thirty (30) pounds. The employee frequently drives a motor vehicle.

## **Position Type/ Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. The expected work hours are 8:00 am to 5:00 pm, Monday through Friday. Occasional evening and weekend work may be required as job duties demand. **This position requires participation in a rotating on-call schedule to ensure 24/7 crisis response coverage.**

## **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 Social Work, Psychology, Criminal Justice, or related field.
2. One (1) year experience working with victims of crime.
3. Equivalent combinations of education and experience may also be considered.

## **Preferred Education and Experience**

1. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.

## **Additional Eligibility Qualifications**

1. Applicants hired under some grants must be bilingual in English and Spanish.
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.
4. Selected applicants must have completed 40 hours of trauma-informed training or complete the training within the first six months in the position. See [Utah Code 77-38-403](#).

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**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.

**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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