



Victim Advocate – Sheriff

Job Description

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

Summary

The Victim Advocate at the Utah County Sheriff's Office provides crisis intervention and support throughout the criminal justice process, and connects victims of crime to resources. The Victim Advocate has a primary responsibility to address the mental, physical, and/or emotional recovery of victims. The Victim Advocate acts as a liaison between the victim, the criminal justice system, and allied agencies and community services that are focused on system improvement. The Victim Advocate ensures the victim's 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 crime victims in all aspects of case management and advocacy.
 3. Actively listen 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 or 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
 8. Provide advocacy for victims of all types of crimes, without focusing on any one area of victimization.

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Class Title: Victim Advocate – Sheriff
FLSA: Non-Exempt
Effective Date: 7/19/2025
Public Safety: No

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

9. Provide education, notification, advocacy, support, and/or accompaniment throughout the criminal justice process.
10. Act as a liaison between the victim and law enforcement officers and/or prosecutors, including required disclosures of exculpatory information.
11. Increase collaboration and communication between agencies, organizations, groups, and systems that serve victims and survivors.

III. Legal and Procedural Support

12. Review police reports and/or court records, and provide follow-up contact and resources to victims.
13. Address the need for orders of protection.
14. Inform victims about the automated victim notification systems (VINE).
15. Ensure victims receive services and assistance in their language.
16. Attend applicable court proceedings; testify in court, as needed.
17. 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

18. Demonstrate a respect of values, attitudes, beliefs, and customs that differ across cultures, and respond appropriately to these differences when assisting victims of crime.
19. Ensure victims receive services and assistance in their language and utilize certified interpreters in criminal justice proceedings.
20. Collect statistical information for the Office of Crime Victim Reparations; collect statistical information to ensure grant compliance.
21. Attend and serve as a representative of the 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 State of Utah Crime Victims' Rights Act.
- Knowledge of principles, practices, and techniques of crisis intervention.
- Knowledge of trauma informed response modalities and practices.
- Knowledge of community services available to crime victims and ability to assist victims with appropriate resources.
- Skilled in cultural awareness best practices and language access practices
- Skilled in listening to understand, and can effectively communicate effectively orally and in writing with various audiences.

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- Skilled in general computer applications including word processing and spreadsheets
- Skilled in detailed record keeping retrieval
- Ability to diplomatically intervene in crises situations, assessing victims' needs and applying 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 of victim assistance code of ethics and the Utah State Constitution for victim's rights.
- Ability to interpret, understand and apply applicable laws, statutes, ordinances, regulations, and policies.
- Ability to prepare notes documenting services and contact with victims.
- Ability to establish and maintain effective working relationships with other government employees, law enforcement agencies, courts, children justice centers, legal representatives, community-based agencies, and the general public.

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department. Performs duties under the general supervision of the Victim Assistance Program Coordinator – Sheriff.

Work Environment

This job operates 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 a laptop, desktop, smartphone, 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. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and 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, and be available to work flexible hours to provide crisis interventions services and/or on scene response. 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 is required on a rotational basis, as needed, to provide 24/7 crisis response.

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 or 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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