



Victim Advocate - Sheriff

Job Description

Department: Sheriff
Position: Career Service
Grade: 721
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. Provides information regarding the legal process, investigation process, and resources such as shelter, treatment, education, legal assistance, and financial aid. Assesses the needs of victims and makes appropriate referrals to community services. Employees serving in this classification may be required to be bilingual in English and Spanish, as required by some funding sources.

Essential Functions

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

1. Provide necessary crisis intervention and onsite emotional support to primary and secondary victims, as requested by sworn law enforcement; respond to crime scenes and other locations, as requested; assess safety and other needs of victims.
2. Assist victims with obtaining appropriate services; provide referrals to community resources, as needed.
3. Assess and review violent crime reports and ensure victims are contacted within established time frames.
4. Function as liaison between victims, law enforcement, and the Utah County Attorney's Office; receive and respond to cases referred by law enforcement; assist with victim interviews and meetings with law enforcement and prosecutors.
5. Provide victims information about legal processes and the rights afforded them under the law; respond to requests for services and information, as needed.
6. Assist victims with preparing and filing protective orders, stalking injunctions, and other legal forms.
7. Assist with preparing victims to testify in court as requested by prosecutors.
8. Assist victims with restitution matters and gathering necessary documentation.
9. Notify victims of court hearings and case dispositions.
10. Attend applicable court proceedings; testify in court, as needed.

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Class Title: Victim Advocate – Sheriff
FLSA: Non-Exempt
Effective Date: 5/25/2023
Public Safety: No

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

11. Coordinate travel arrangements for victims and/or witnesses and their families attending court proceedings.
12. 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.
13. Collect statistical information for the Office of Crime Victim Reparations; collect statistical information to ensure grant compliance.
14. Assist victims with preparing Crime Victim Reparations applications.
15. Coordinate services provided to victims; contact Juvenile Court, the Children's Justice Center, medical and mental health professionals, and other related persons or agencies, as needed.
16. 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 criminal justice process and victim 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, data entry, spreadsheets, and basic computer applications
- Skilled in operating 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 effectively verbally and in writing
- Ability to type accurately and at an acceptable rate, based on job duties
- 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, homes of victims, hospitals, and other locations that may expose the

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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.

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. 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 Criminal Justice or Social Work, or equivalent.
2. 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.

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3. 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.

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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