



Victim Assistance Program

Coordinator - Sheriff

Job Description

Department: Sheriff
Position: Career Service
Grade: 723
Supervisory: Supervisor
Reports to: Sergeant - Enforcement

Summary

Under general guidance and direction of a Sergeant - Enforcement, coordinates the Utah County Sheriff's Office (UCSO) Victim Assistance Program. Supervises program personnel and manages and writes grant proposals.

Essential Functions

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

1. Coordinate the work and activities of the UCSO Victim Assistance Program; oversee recruiting and training of volunteers; coordinate schedules and assign work; conduct staff meetings, as needed.
2. Assist with making staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County Personnel Rules and Regulations; evaluate performance and conduct performance appraisals.
3. Research funding opportunities to support the program; coordinate, write, and submit grant proposals through local, state, and federal sources.
4. Ensure accurate record keeping and documentation pertaining to grants, including monthly and quarterly reports, audits, and statistics.
5. Respond to hospitals, crime scenes, and other locations as requested by sworn Sheriff's Office personnel; assess victims with safety and other crisis needs and provide emotional support; assist victims with obtaining applicable services.
6. Assess and review violent crime reports and ensure victims are contacted within established time frames.
7. Receive and assign cases referred by Deputy Sheriffs.
8. Function as a liaison between the victim, the referring deputy, and the assigned attorney; educate each victim regarding the legal process and the rights afforded them under the law.

For Office Use Only

Job Code: 5405

Job Title: Victim Assistance Program Coordinator
- 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: Supervisor

9. Assist victims with preparing and filing protective orders, stalking injunctions, and other legal forms.
10. Attend applicable court proceedings or ensure attendance of a volunteer; testify, as needed.
11. Coordinate transportation of witnesses and/or victims and their families, as needed.
12. Oversee and track case information; document referrals and other actions; write and update reports on case progress.
13. Provide current address and phone number of victims to the Office of the County Attorney or Board of Pardons.
14. Function as liaison between victims and service providers; coordinate with Juvenile Court, the Children's Justice Center, medical and mental health professionals, and other related persons or agencies, as needed.

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
- Knowledge of Utah County Personnel Rules and Regulations and Sheriff's Office Policies and Procedures
- Skilled in supervisory techniques
- Skilled in training others
- Skilled in reading, writing, and basic math
- Skilled in word processing, spreadsheets, and basic computer applications
- Skilled in operating standard office equipment
- Skilled in filing, record keeping, and record retrieval
- Skilled in writing and maintaining grant applications
- Ability to effectively motivate and supervise others
- 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 type accurately and at an acceptable rate, based on job duties

Supervisory Responsibility

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

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Work Environment

This job operates in a professional office environment but occasionally requires field work, including visiting crime scenes, homes of victims, hospitals, or 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.

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 office supplies up to thirty (30) pounds. The employee occasionally 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 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 behavioral science, psychology, sociology, or a related field.
2. Three (3) years of work experience in crisis intervention, victim assistance, law enforcement, social services, or a related field.
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.

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Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. 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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