



# 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 Utah County Sheriff's Office (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; develop and manage program budgets, including tracking expenditures and ensuring compliance with fiscal requirements.
4. Ensure accurate record keeping and documentation pertaining to grants, including monthly and quarterly reports, audits, and statistics; prepare budget reports and monitor financial performance against established budgets and grant allocations.
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.

### For Office Use Only

Job Code: 5405

Job Title: Victim Assistance Program Coordinator  
- Sheriff

FLSA: Non-Exempt

Effective Date: 5/4/2026

Public Safety: No

Worker's Compensation: County

Background Level: Civilian

Safety Sensitive: No

DOT: No

ML: Supervisor

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.
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 a 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

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**Supervisory Responsibility**

This position has direct supervisory responsibility and 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, 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 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.

**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 occasionally 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, 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.

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**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 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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