

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION. PLEASE DISTRIBUTE TO PERSONS IN YOUR AGENCY
CONCERNED WITH JOB RECRUITMENT AND PLACEMENT

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUE</u>
VICTIM WITNESS ADVOCATE	\$13.38/hr DOQ	11-21-2014

WEBER COUNTY ATTORNEY'S OFFICE - FULL-TIME WITH BENEFITS

A bachelor's degree is preferred or commensurate experience in criminal justice, social work or a related field. The ideal candidate must have a sensitivity to the needs of crime victims. The position also requires a substantial amount of data entry and administrative support to prosecutors. Experience in grant writing is desired. Applicants should have excellent phone skills, be able to type 40+ wpm, and be able to multi-task and organize. An application & resume is required.

JOB SUMMARY: Under the general supervision performs the duties of assisting the victims.

MAJOR DUTIES: (Any one position may not include all of the duties listed, nor does the listed examples include all duties which may be found in positions of this class.) Will Perform the following duties specifically:

Evaluates cases in the Attorney's Office and identifies victims; collects pertinent data; notifies victims of the assistance available through a court advocate; identifies options available to victims. Notifies and refers victims to agencies who can provide assistance to them based on their individual needs. Explains the criminal justice system and how the victim is affected by its actions. Assists victims in filling out protective orders. Attends protective order hearings. Schedules appointments with prosecuting attorney and assists in victim preparation trial testimony. Attends to victims' needs while waiting to testify in court; provides support to victim through the process. Coordinates restitution payments with Adult Probation and Parole Department; provides recommendations to judge for restitution payments. Attends meetings and conferences concerning victim rights and court advocacy. Keeps statistical records for grant reports; may prepare grant applications. Answers telephone calls, responds to technical and procedural questions; contacts law enforcement agencies, mental health professionals, service agencies, rape crisis centers, attorneys, judges, Adult Probation & Parole, juvenile court, State Victim Reparation Office, victims, hospitals, etc. Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations. Performs related duties as required.

MINIMUM QUALIFICATIONS High school graduation or equivalent, AND Seven years of experience in mental health, social work, or related field, OR Bachelor's Degree in a related field, OR Any equivalent combination of education and experience.

Working knowledge of the criminal justice system; working knowledge of grammar, spelling, punctuation, legal terminology, modern office practices; working knowledge of court practices and procedures; working knowledge of grant requirements. Skill in the operation of the listed tools and equipment. Ability to effectively communicate on a one-to-one basis with the public; ability to maintain effective working relations with employees, other departments, officials and the public; ability to maintain accurate records; ability to type and enter data accurately.

TOOLS AND EQUIPMENT USED Personal computer system, including word processing and specialized court software; phone; copy and fax machine; recording system.

SPECIAL QUALIFICATIONS: Must have or be able to obtain a valid Utah Drivers License, if required by position. May be required to obtain certification.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

POSITION CLOSES: December 5, 2014

Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401

EOE - DRUG TESTING AND BACKGROUND CHECK REQUIRED