GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: NOVEMBER 26, 2014
CLOSING DATE: DECEMBER 9, 2014

DEPARTMENT: **County Attorney**

POSITION: **Victim Witness Advocate**

LOCATION: **Globe**

JOB CODE: **14-086**

ANNUAL SALARY: **$35,404.00-$38,060.00 DOE**

PURPOSE OF THE JOB

The purpose of this position is to ensure that the victims have correct and up to date information about their criminal case. Maintain regular contact with victims; mediate and resolve victimization problems. Work with victims and other agencines to acquire restitution information. To ensure the victim is treated with fairness, respect, and dignity. Escort victims when needed to court proceedings.

SUPERVISORY RESPONSIBILITIES

Assigns work to other employees and supervises related activities. Provides recommendations on employee training; employee coaching and managing assistants.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Schedules and coordinates interviews and conference calls with victims, prosecutors and investigators; maintains log of phone calls from victims/representatives; tracks hearing and court dates, conducts case research and collects data in relation to victim notification and restitution issues.	20%
• Maintains complete statistical information on victims for reporting purposes; compiles Victim Compensation Program applications; schedules program meeting dates and inform board members.	20%
• Compiles Victim Compensation Progam applications, negotiate bills with providers and prepare packets for Victim Compensation Board members; prepares demands for payment along with disbursement of the payment to providers.	10%
• Compiles and coordinates quarterly and yearly reports for Victim Compensation Grant, Victim Assistant Grant and Victim Rights Grant.	10%
• Prepares meeting agendas and case history notes; oversees board meetings in accordance with Arizona Criminal Justice Commission guidelines.	10%
• Notifies victims of court proceeding and assisting them with restitution issues.	10%
• Negotiate bills with providers; prepares demands for payment; mails out disbursements and rejection letters.	10%
• Prepares victim grant reports and maintains statistical grant information; complies and coordinates quarterly and yearly reports for the Victim Compensation Grant, Victim Assistant Grant and Victim Rights Grant.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

Provides research support on Project level budget.

PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

ORAL COMMUNICATION DUTIES

This position trains colleagues; explains County procedures; speaks with the media; negotiates or persuades; conducts meetings; and provides advocacy before the courts.

WRITTEN COMMUNICATION DUTIES

This position creates or edits emails.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts regularly with the general public, external contacts such as vendors, bankers, attorneys or other professionals, and other institutions, over the telephone, by email, and/or in person.

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INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Always (More than 85% in a year)

MINIMUM EDUCATION REQUIRED

Associate's Degree in Criminal Justice Administration or a related field.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Five (5) years directly related experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED

None

KNOWLEDGE REQUIRED

Criminal justice principles and procedures; court proceeding activities; victim rights practices and standards; victim compensation programs; grants available for victims rights and victim compensation; grant reporting compliance requirements; methods for conducting case research and data collection.

SKILLS REQUIRED

Active learning, active listening, analytical writing, communicating diplomatically, customer service, negotiating, multi-tasking, typing and data entry.

ABILITIES REQUIRED

Communicate effectively with individuals who have been victimized; provide support and assistance to victims and their representatives; liaise with relevant parties in relation to victim cases and restitution; coordinate and provide information regarding victim compensation programs; prepare grant related reports in compliance with reporting requirements; maintain accurate records, files and documentation; coordinate hearings and court dates.

PHYSICAL DEMANDS

- Occasionally stands to attend to customers; rarely sits to operate special equipment; routinely sits to complete a program; rarely sits to perform watchmen duties.
- May be required to lift work related materials, equipment, tools, and/or gears up to 75 lbs.
- Rarely requires dexterity for peacekeeping tools, special gadgets, and for special machines; regularly requires dexterity for keyboard operation. Incumbents in this position may be required to occasionally walk to and from work sites, bend, stoop, crawl, kneel and twist.

WORK ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; requires working with the public; may work under stress of deadlines; may require travel to other County locations and to transport witness.

SAFETY RISK EXPOSURE

Incumbents in this position may become exposed to telephone verbal abuse by customers, patients, or citizens; individuals with high level of emotional distress; physical danger, mechanical hazards, chemical hazards, electrical hazards, bloodborne pathogen, communicable diseases, fire hazards, explosives, extreme temperature, noise and vibration, and wetness and humidity.

PROTECTIVE GEAR & SAFETY MANUALS

This position is required to constantly follow written safety procedures and manuals relevant to the division or department.

CONSEQUENCES OF ERROR

Potential errors can have legal ramifications, loss of funding, loss of organization's credibility.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.