

Victim Witness Advocate II (.80 FTE)

Applications accepted on a continuous basis

It is to your advantage to apply as soon as possible as the recruitment may close at any time

COUNTY OF COLUSA

Open to the Public

APPLICATION PROCESS

Applications may be obtained from
and returned to:

Human Resources Department
250 5th Street
Colusa, CA 95932
Phone: 530-458-0420

Download application:
www.countyofcolusa.org

REQUIRED APPLICATION MATERIALS

A complete application packet will
include:

- A signed completed standard Colusa County Application. REV. 081816
- Cover Letter
- Copy of Victim Advocate Training Certificate (s)

Submitting an incomplete packet
will result in the disqualification of
your application.

The applications will be used to select the best-qualified applicant to participate in the selection process. A skills examination may be administered to those candidates meeting the minimum qualifications. A qualifications appraisal interview will be used to assess the candidate's knowledge, skills and training experience. The District Attorney will make the final selection and appointment.



ABOUT THE POSITION

Provides criminal justice system, case status, restitution process and related information to victim and witnesses; monitors cases through the judicial system; performs a variety of data entry and office support functions to the program; performs related work assigned. This is a two year limited term, 30 hour per week position with a grant end date of 6/30/18.

SALARY RANGE

\$2,190.20—\$2,808.80 per month plus benefits (approx. proration at .80 FTE)
Salary ranges have six steps with approximately 5% between each step. New employees normally start at step one and after satisfactory performance during a 12 month probationary period, advance to the second step. Thereafter, annual step increases are based upon satisfactory performance.

MINIMUM REQUIREMENTS

- Equivalent to completion of the twelfth grade. Possession of an Associate of Arts degree with major course work in criminal justice, sociology, psychology or a related field is desirable.
- Four years of experience providing direct information and support to victims and witnesses
- Possession of entry Victim Advocate Training Certificate and possession of, or ability to obtain advanced Victim Advocate Training Certificate
- Possession of, or ability to obtain, valid CA driver's license
- Must successfully pass a background investigation

RESPONSIBILITIES AND DUTIES

Provides information on the criminal justice system, restitution policies, the court system and case status to victims and witnesses of crime in person or over the telephone.

Provides crisis intervention to victims and witnesses of crimes to assist in reducing trauma, and facilitate adjustment; provides advice and referral on a short term and follow-up basis.

Assists victims and witnesses of crimes to assist in reducing trauma, and facilitate adjustment; provides advice and referral on a short term and follow-up basis.

Assists victims and witnesses in various processes of the criminal justice system such as completing forms, ensuring property return and arranging interviews with police and attorney staff.

Provides referrals to various support and community organizations and assists victims and witnesses in obtaining counseling, medical and dental care, protective services, psychiatric services, child care, food, shelter, clothing and related services.

Assists victims in obtaining eligible compensation and restitution by evaluation; assists in completing claim forms.

Prepares correspondence, impact statements, case records, program information and related reports; maintains records and documentation of victim/witness cases.

May attend a variety of hearings and meetings.

Performs various office support and clerical duties such as receiving and screening telephone calls, typing, data entry, processing forms and maintaining case files.

Operates standard office equipment, including a computer in the course of work.

May be required to drive a personal or county motor vehicle to attend meetings or transport clients.

Perform related duties and responsibilities as required.

BENEFITS

PERS retirement plan and deferred compensation plans available; paid holiday, vacation and sick leave; paid life insurance, health, and vision insurance for employee; partially paid dental insurance for employee. This position is part of the Colusa County Employees Association (CCEA), Miscellaneous Unit.

APPLICATION ARE ACCEPTED ON A CONTINUOUS BASIS. Application forms must be filled out completely and show clearly that all minimum requirements are met. A cover letter and copy of Victim Advocate Training Certificate(s) must be submitted along with the completed Colusa County application form. Faxed, emailed and closing date postmarked applications will not be accepted. Meeting the announced requirements does not guarantee selection in the examination process.

Note: The information contained in this flyer is general in nature and does not constitute an expressed or implied contract. Colusa County does not reimburse applicants for any travel or related expenses incurred in connection with applying for employment.

COLUSA COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER