



# Senior Victim/Witness Advocate

## DEPARTMENTAL PROMOTIONAL

Base: \*3,449/mo.

\*actual salary will vary based on employee's index table

Official County Applications Available at: [www.co.yuba.ca.us](http://www.co.yuba.ca.us)

View complete Class Specifications on the Human Resources & Organizational Services homepage

Final Filing Deadline:

**Monday, March 13, 2017 @ 5:00 p.m.**

The County of Yuba is currently recruiting for the position of Senior Victim/Witness Advocate in the Probation Department. Under limited supervision the incumbent provides complex, specialized and difficult support to victims and witnesses; monitors cases through the judicial system; verifies and processes claims for payments and makes travel, lodging and property return arrangements; performs related work as assigned.

Senior Victim/Witness Advocate is the advanced journey level into this specialized justice support class series. Responsibilities may include providing training to less experienced staff and serving as the Supervisor on a relief or as assigned basis.

Examples of knowledge, skills and abilities required for successful performance: Knowledge of practices and terminology related to the criminal justice system and the victim/witness program; business arithmetic; standard office practices and procedures including record keeping, filing and the operation of standard office equipment.; and techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained. Skill in assisting victims/witnesses of crimes through the criminal justice system in a timely and reasonable manner; applying and explaining applicable codes regulations; making accurate arithmetic calculations; and maintaining accurate records and files. Ability to understand and follow oral and written directions; communicate in person and over the phone; and to work in a typical office setting, use standard office equipment and to drive a motor vehicle.

### EMPLOYMENT REQUIREMENTS

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Minimum: MUST BE A CURRENT REGULAR YUBA COUNTY PROBATION DEPARTMENT EMPLOYEE.** Equivalent to graduation from high school and completion of two years of college or possession of an Associates of Arts degree with major coursework in criminal justice, sociology, psychology or a field related to the work and three years of experience providing direct information and support to victims and witnesses.

*\*Candidates with strong experience who lack college or the degree are encouraged to apply.\**

**Preferred:** In addition to the minimum requirements, additional experience in the field of victim/witness advocacy.

**Special Requirements:** Must possess or obtain a valid California Class C Driver's License within ten (10) days of employment; must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting; DMV printout may be required prior to hire; will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Working Conditions:** Typically a general office setting; may include some field work; may be required to attend meetings outside of normal business hours.

### EXAMPLES OF DUTIES:

- Provides the full range of services for complex, sensitive or difficult case situations.
- Provided information on the criminal justice system, restitution policies, the court system and case status to victims/witnesses of crime in person or over the phone.
- Provides crisis intervention to victims/witness of crimes to assist in reducing trauma and facilitates adjustment; provides advice and referral on a short term and follow-up basis to various support/community organizations and assists victims/witnesses in obtaining counseling, medical and dental care, protective services, psychiatric services, child care, food, shelter, clothing and other needed services.
- Prepares correspondence, assessment report, 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.
- Perform a variety of office support and clerical duties and operate standard office equipment; may operate a motor vehicle to attend meetings or transport clients.

THE COUNTY OF YUBA IS A MERIT BASED EQUAL OPPORTUNITY EMPLOYER ENCOURAGING WORKFORCE DIVERSITY

Submit Completed Official County Applications to:  
Human Resources and Organizational Services, 915 Eighth Street, Suite 113, Marysville, CA 95901

## APPLICATION/SELECTION PROCEDURES

### **TO APPLY FOR SENIOR VICTIM/WITNESS ADVOCATE:**

Submit an official Yuba County employment application, **copies of valid license(s), certificate(s) and college transcripts, diploma or grade reports** to County of Yuba – Human Resources and Organizational Services, 915 Eighth Street, Suite 113, Marysville, CA 95901. Official County applications and materials are available online at [www.co.yuba.ca.us](http://www.co.yuba.ca.us) or at the Human Resources and Organizational Services Department. **Note: All diplomas or degrees must be from an accredited college or university. To obtain information regarding accreditation, refer to the US Department of Education Office of Post Secondary Education at: <http://ope.ed.gov/accreditation/search.aspx>**

### **APPLICATION SCREENING:**

To begin the hiring process, an applicant must submit a completed County application prior to the final filing deadline. Applications must be completed legibly, all questions must be answered, and the required documentation must be provided. ***Please be sure to use the current application located on the County website. Old applications cannot be accepted.*** All applicants will be given written notice regarding the status of their application and selection procedures. The County prefers to communicate via email, if provided, to expedite communication. It is also recommended that candidates review their SPAM mail daily as to not miss any important communication. Please refer to the [Employment Application Instructions](#), which accompanies the County application, for additional details. Failure to provide the required documentation may result in rejection of your application.

**Applicants must provide the following documents by the filing deadline. Failure to provide the required documentation may result in rejection of the application in its entirety. Documents required include:**

- **Yuba County Employment Application—complete & signed**
- **Diploma and Unofficial Transcripts**
- **Copies of Certifications**

### **MINIMUM QUALIFICATIONS:**

All applicants must clearly demonstrate they meet the minimum qualifications, by the final filing deadline, to be considered in the selection and testing phases of the process.

### **EDUCATION AND EXPERIENCE:**

Education and experience as detailed on the employment application will be thoroughly reviewed. Please include all experience, education, and training pertinent to the knowledge, skills and abilities required for the position. This is an essential part of the process and will be used to determine further eligibility to participate in the next phase of the selection procedures.

### **TESTING ACCOMMODATION:**

If special accommodations are required at any stage of the selection process, complete the Request for Reasonable Accommodation in the Examination Process Form and provide the required documentation by the final filing deadline. The form can be obtained by accessing the link on the Human Resources and Organizational Services homepage or by contacting Human Resources.

### **VETERAN'S CREDIT:**

All applicants who have successfully completed the application/selection procedures and examination process may be eligible for veteran's credit. Applicants must have served on active duty for a period of not less than 90 days in the armed forces in time of war or national emergency, or in time of peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States and who has been discharged or released under honorable conditions, and widows of such persons shall be allowed credit. Military Records Form DD214 must be submitted for further review and determination of appropriate credits.

### **WAIVER OF SELECTION PROCEDURES:**

When selection procedures have been publicly announced and the number of applicants meeting the minimum qualifications for the position is five or less, the Human Resources Director may, at her/his discretion; a) Waive the competition entirely and submit the names of the applicants meeting the minimum qualifications to the appointing department, b) Revise the conditions of competition to a more practical basis under the circumstances.

**EMPLOYMENT ELIGIBILITY LIST:**

An employment eligibility list is established for those applicants who successfully pass all phases of the examination process. This list may be held for up to a minimum of **six (6) months** from the date the list is certified. For each vacancy the top five (5) ranks on the list will be certified to the department for final selection, which will include a departmental interview.

**DEPARTMENTAL INTERVIEW:**

The Probation department will notify the applicant of the date and time of his/her interview. The applicant will be asked a series of questions about his/herself and his/her related experience, education and training that exhibit the knowledge, skills and abilities essential to the job. The applicant may also be asked questions about hypothetical situations to test his/her ability to make decisions and use sound judgment and common sense.

**CONDITION OF EMPLOYMENT**

All appointments to a position are contingent upon successful completion of the following items:

**BACKGROUND INVESTIGATION:**

Selected applicant(s) must undergo a background investigation. Certain positions are required to undergo fingerprinting for the purposes of criminal history information. Background investigations may include verification of education, professional licenses and/or certifications, credit history, driving history, previous work history, personal and professional references, and records of mandated drug and alcohol testing as required for safety sensitive transportation work by Department of Transportation.

**PRE-EMPLOYMENT MEDICAL REVIEW/EXAMINATION:**

Selected applicant(s) who successfully complete the background investigation and psychological exam (if needed) are required to complete a pre-employment medical review/examination, which may include drug screening, to assess his/her overall medical suitability for the position.

**LICENSING AND CERTIFICATIONS:**

Some positions are mandated by law to possess and maintain specialized certificate(s), license(s) and/or registration(s) at the time of appointment. Certain positions are required to obtain such items within an established timeframe or be subject to dismissal.

**AGENCY SHOP:**

All new, regular employees, with the exception of supervisory position(s), shall be required to join the employee association or pay a 'Fair Share Fee' as a condition of employment.

**DISASTER SERVICE WORKERS:**

All Yuba County Employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.