



CLASS SPECIFICATION

Class Title: Victim Services Coordinator
Department: Sheriff
FLSA: Non-Exempt

Class Code: 2298
Grade: 20
Eff. Date: 08/11/2021

GENERAL PURPOSE

Under general supervision by the administrative authority, performs duties in assisting the victims and witnesses of crime within Davis County. Assesses needs, provides information, and provides appropriate referrals for services; acts as a liaison for victims between law enforcement, prosecution, and other agencies; supervises staff.

EXAMPLE OF DUTIES

Provides crisis interventions for victims of violent crimes; provides needs assessments and makes appropriate referrals for counseling, housing, shelter, legal assistance, and other services as needed.

Assists victims in obtaining protective orders or civil stalking injunctions; assists in filing victim reparation forms, victim impact statements, medical release forms, and other documentation pertinent to cases.

Attends appropriate court proceedings to support victims; makes necessary arrangements for non-English speaking participants; accommodates hearing impaired and other disabilities; monitors court activity; informs victim/witness of court dates and any changes.

Recruits and trains victim advocates and volunteers for the victim services program; schedules volunteers' shifts and assignments.

Supervises staff; provides coaching, training and on-going support; schedules, assigns and monitors work; conducts performance appraisals in compliance with Davis County policies and procedures; documents performance issues in a timely manner and properly refers employees for disciplinary action when necessary.

Manages assigned cases of victims and witnesses, including detailed documentation and appropriate statistical database information; prepares VOCA grant applications and administers grant awards.

Evaluates cases and identifies victims; collects pertinent data; notifies victims of the Victim Assistance Program; 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 victim is affected by its actions. Notifies victims of court hearings.

Schedules appointments for victims to meet with prosecuting attorney and assists in victim preparation for trial testimony. Attends to victim needs while waiting to testify in court; provides support to victims throughout the process. Attends meetings, conferences, and training seminars concerning victim assistance programs.

Coordinates restitution payments with Adult Parole and Probation Department; provides

recommendations to judge for restitution; schedules hearing for non-payment of restitution.

Answers telephone calls, responds to technical and procedural questions; coordinates with law enforcement agencies, mental health professionals, service agencies, rape crisis centers, attorneys, judges, AP&P, 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 assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in criminal justice, social work, psychology or a closely related field, plus four (4) years of closely related experience; or an acceptable combination of education and experience. Law enforcement experience as a full-time detective or full-time experience as a victim advocate (or direct involvement with victims in crisis) may be substituted for education on a year for year basis.

Preference for experience in supervision, writing and maintaining grants.

2. Special Qualifications:

Must pass a criminal history background investigation, and be bondable.

Must furnish personal transportation for on-the-job travel.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents). Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills, and Abilities:

Knowledge of: the criminal justice system and victim rights; proper grammar, spelling, punctuation; legal terminology, court practices and procedures, modern office practices, computer knowledge, grant applications and requirements.

Skill in: keyboarding; using computer hardware and all applicable software programs and applications.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.



CLASS SPECIFICATION

Ability to: remain calm when working with victims in crisis situations; react resourcefully under stressful conditions; process sensitive information and maintain strict confidence; exercise initiative and sound judgement; work with diverse groups; communicate effectively (orally and in writing), follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, courts, clients; and the general public.

WORKING CONDITIONS

Exposure to high stress and potentially emotionally charged and uncomfortable situations. Generally work day shifts; may be subject to call-outs for emergency situations during off duty hours, lift, carry and otherwise move objects weighing up to 35 lbs.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirement are subject to possible modification to reasonably accommodate individuals with disabilities.***

Approval Information

Date:	08/11/2021
Department Approval:	Kelly Sparks
HR Generalist Approval:	Nathalia Cornell
Classification Approval:	Ric Higbee