



CLASS SPECIFICATION

Class Title: Victim Services Supervisor
Department: Attorney
FLSA: Non-Exempt

Class Code: 294
Eff Date: 09/01/05
Grade: 20
Revised: 03/07/17

GENERAL PURPOSE

Under general guidance and direction from the County Attorney, performs administrative and supervisory duties in managing the Victim Services Division (Adult Court Services, Juvenile Court Services, and Child Abduction Response Team/CART) and maintains an active victim caseload.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

Establishes division goals and objectives annually. Develops and implements policies and procedures for Victim Services programs including volunteer programs.

Provides administrative support through review and preparation of grants, quarterly and annual reports, program proposals, etc. Monitors and analyzes program statistics and completes program evaluations. Ensures compliance of all grant requirements. Monitors all victim services programs and solve problems.

Provides staff support to County Attorney, state and local CJC Advisory Boards.

Hires, supervises, trains, and evaluates performance of Victim Assistance Coordinators and support staff; assigns workload and cross-training responsibilities; disciplines employees when necessary. Recruits, supervises, and trains volunteers. Writes training manuals for employees and volunteers. Organizes meetings and training seminars. The County Attorney may also assign the responsibility of training manuals, seminars, and advocate and volunteer training to the assigned Training Coordinator.

Prepares budget and manages division within budget constraints; monitors expenditures; requests and prepares budget changes when necessary. Works with Clerk/Auditor Office regarding budget, expenditures, payroll, etc. Ensures all incoming revenue is deposited and credited to the appropriate account.

Meets with County Attorney and Chief Deputies in determining legal ramifications of volunteer programs and victim assistance programs.

Assists in organizing training programs for police agencies and health care providers for victims of domestic violence, child abuse and other crimes. Attends weekly and monthly meetings of various boards and committees and performs long range planning for Victim Services programs. Acts as a resource on domestic violence issues.

Maintains an active victim caseload; evaluates cases in Attorney's Office 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 victim of each court hearing. Schedules appointments for victims to meet with prosecuting attorney and assists in victim preparation of trial testimony. Provides support to victim throughout the process.

Creates and maintains statistical records for grant reports. Coordinates restitution payments with Adult Parole and Probation Department; provides recommendations to judge for restitution; schedules hearing for non-payment of restitution. Responds to crisis calls during daytime and nighttime hours; response includes traveling to victims' locations. Answers telephone calls, responds to technical and procedural questions; coordinates with law enforcement agencies, mental health professionals, service agencies, attorneys, judges, AP&P, Juvenile Court, State Victim Reparation Office, victims, etc.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in Social Work, Psychology, Sociology or a related field, plus three (3) years of full-time experience in victim services, crisis intervention, social services, criminal justice, or a related field. Experience must include at least two (2) years of full-time experience in the field of victim services. Preference given for supervisory experience in a related field. An acceptable combination of education and experience may be considered.

2. Special Qualifications:

Must pass a criminal history background investigation.

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

Must possess a valid driver license; 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:

Considerable knowledge of: criminal justice system and victim rights; state and local resources and programs for victims; proper grammar, spelling, punctuation; legal



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terminology, court practices and procedures. Working knowledge of: principles of program administration; personnel management and supervision; budgeting principles and practices; police terminology and practices; police records; information and privacy laws; grant writing/preparation and program administration/implementation; social service systems (legal, court, medical, and referral sources); funding sources; computer applications.

Skill in: professional communication; strong written and oral communication skills; using applicable computer hardware and 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.

Ability to: write and submit grant applications; write policy and procedures; prepare and present effective reports; make public presentations; lead and supervise a staff; promote teamwork; assign and evaluate the work of others; document performance problems and initiate disciplinary action; work with minimal supervision; set priorities; exercise sound independent judgment and discretion; remain calm when working with victims in crisis situations; react resourcefully under stressful conditions; process sensitive information and maintain strict confidence; work with diverse groups; identify, analyze and solve problems; efficiently use applicable computer hardware and software applications/programs; follow oral and written instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, other employees, other agencies, and the general public, follow written and oral instructions.