

# Uintah County

## Job Description



<b>Title:</b>	Victim Assistant	<b>Code:</b>	533.2
<b>Division:</b>	Clerical	<b>Effective Date:</b>	1/19
<b>Department:</b>	Attorney	<b>Last Revised:</b>	1/19
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	4

GENERAL PURPOSE

Performs a variety of **clerical** duties related to the general operation of the victim assistance program.

SUPERVISION RECEIVED

Works under the direct supervision of the Victim Assistance Coordinator, and the general supervision of the County Attorney.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

At the direction of the Victim Assistance Coordinator:

The Victim Assistant ensures victims are informed within required time frame; informs victims regarding available resources and serves as liaison in obtaining services, including but not limited to housing, health care, mental health services, etc., when applicable, as well as providing notification of case status, court hearings, trials, and case dispositions, and obtaining evaluations from victims regarding the services provided through the Victim Assistance Program. At the discretion of the Victim Assistance Coordinator, will assist in coordinating with District Court, Juvenile Courts, Uintah County Justice Court, Division of Child and Family Services, local law enforcement personnel, etc.

Receives and reviews cases from the Victim Assistance Coordinator; inputs and records data regarding victims' services; assures confidentiality of file materials and uses discretion at the highest level both in and outside of the office of the Uintah County Attorney. Will on occasion, be required to meet with the victim and a Prosecutor, either in office or Court, under the direction of the Victim Assistance Coordinator.

Assists Victim Assistance Coordinator in providing support to and advocacy for victims prior to and during court proceedings; attends court proceedings; establishes "safe environment" for victims for court proceedings. Assists victims in locating and receiving special services and assistance, as may be needed prior to and during court proceedings such as seating accommodations or notifying court staff regarding medical issues.

Assists Victim Assistance Coordinator in research to collect and record documentation of restitution from victims, or entities that restitution for benefits paid by them on behalf of a victim.

Performs other related duties as assigned by the Victim Assistance Coordinator.

MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. High School Diploma or equivalent;
  - B. Have at least two (2) years of related experience.

2. Required Knowledge, Skills, and Abilities:

**Working knowledge** of the operations of the County Attorney's Office; the criminal justice system; modern office practices and procedures; legal terminology, grammar, punctuation, English, etc.; the operation of personal computer and various software applications for word processing (MS Word), spread sheets, data base management; general accounting and bookkeeping procedures and practices. **Working knowledge** of processes and procedures for

working with crime victims; various processes related to criminal document processes; the legal procedures of trials and courts.

**Ability to** maintain filing and record keeping system relating to confidential and sensitive materials and information; develop effective working relationships; communicate effectively, verbally and in writing; operate a calculator, copy machine, personal computer using standard word processing software, and other types of standard office equipment. Type a minimum of 50 wpm.

3. Special Qualifications:

Incumbent must be available to attend training required by the State of Utah to work as a Victim Assistant, and to continue education as required. Said training may entail traveling to locations within the State of Utah and can last up to one week.

Incumbent must be able to pass a background check through BCI.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and talking. Interpersonal communication essential to successful completion of job duties. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Occasional travel required in the normal course of job performance. Office attire is required.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)