



# COUNTY OF GLENN



Is recruiting for a

## VICTIM WITNESS ADVOCATE

### DEADLINE TO APPLY

**Friday, September 2, 2022**

### COMPENSATION

**\$23.45 - \$28.51 Per Hour**

New employees should anticipate being hired at the beginning of the salary range.

Plus an excellent benefits package:

General Unit Summary of Benefits

### THE SELECTION PROCESS

Candidates must submit a completed job application, resume and cover letter. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a written exam, practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Public Service employee (PSE) temporary (limited benefits).

### THE POSITION

This position under general supervision, provides crisis intervention and advocacy services to victims and witnesses of crimes; assists in authorizing a variety of services and obtaining reimbursement for financial losses resulting from a crime; provides information to victims of a crime about the criminal justice system; and performs related work as assigned. This position is scheduled for forty (40) hours per week.

### THE IDEAL CANDIDATE

The ideal candidate will be able to act quickly and calmly in crisis and/or emergency situations. This person will be able to maintain confidentiality while they establish and maintain effective working relationships with those contacted in the performance of required duties.

### WHAT YOU'LL DO

- Reviews, evaluates, and verifies all financial losses and alternative reimbursement sources in order to determine the amount of benefit the victim or witness is entitled to receive in accordance with established criteria under the California State Victim Compensation and Government Claims Board.
- Counsel crime victims and refer them to appropriate agencies; advise victims of crime of their rights and benefits under local, State, and/or Federal agencies (i.e. State Board of Control). Assists victims in completing claim forms for victim services and benefits.
- Provide crisis intervention and emergency assistance.
- Conduct follow-up counseling with victims to ensure their needs have been met.
- Screens application forms for victims and witnesses of cases referred by Victim/Witness.
- Prepare, counsel, and encourage victims to testify and accompany them to court, giving special attention to children and elderly victims and witnesses.
- Prepare correspondence, assessment reports, victim fact sheets, docket sheets, program information, and related reports.
- Promote, attend, and initiate awareness of Victim Witness Programs at community events.

A complete job description and list of duties can be found at [www.countyofglenn.net](http://www.countyofglenn.net)

**About Glenn County** Glenn County has a population of 29,132 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

## ARE WE A MATCH?

- You are able to learn practices and procedures of the criminal justice system.
- You have knowledge of community resources available to victims and witnesses.
- You are able to organize and prioritize work in order to meet various program compliance deadlines.
- You have knowledge of arithmetic to make calculations and process financial records including addition, subtraction, multiplication, division, and percentages.

## MINIMUM QUALIFICATIONS

### **EXPERIENCE AND EDUCATION:**

Equivalent to an Associate's degree with major course work in criminal justice, sociology, psychology, or a closely related field. **OR** Completion of 30 units of college with major course work in criminal justice, social work, sociology, psychology, or a closely related field and two (2) years of full-time experience providing case management, interviewing and advising clients of available programs, services, and resources in a public or private social service, health care, or criminal justice agency. **OR** Three (3) years, full-time experience in a Victim Witness Program engaged in clerical and public contact duties related to interviewing clients for program eligibility and assistance with case management duties such as claims processing and verification of service authorizations.

## IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, submit a completed County of Glenn employment application packet online at [calopps.org](http://calopps.org) or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Friday, September 2nd, 2022.

This recruitment may be used to establish a list to fill future vacancies for the next six (6) months.

### Application packets must include the following

- A Glenn County Employment Application
- Transcripts and/or Certificates
- Résumé
- Cover Letter

- The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.
- The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.