



EMPLOYMENT OPPORTUNITY

VICTIM/WITNESS ADVOCATE I/II

SALARY

VWA I- \$16.07-\$19.28 per hour, plus benefits

VWA II- \$17.60-\$21.13 per hour, plus benefits

FILING DEADLINE

Open until filled.

DUTIES AND RESPONSIBILITIES

The Victim/Witness Advocate will assist victims/witnesses of violent crime through the court system. The major duties of the job include:

- Access and determine victim needs in relation to crime committed.
- Assist witnesses in dealing with life situations impacted by the crime.
- Respond to the emotional needs of victims.
- Compile and maintain records and statistics related to the Victim/Witness Program.
- Prepare reports and submit to appropriate agencies.
- Assist in developing and implementing victim/witness policies and procedures.
- Assist victims/witnesses with the criminal justice system.
- Work closely with other agencies providing services to victims/witnesses.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Victim/Witness Advocate I:

Training and Experience: One year of responsible social work or social services experience (volunteer experience is creditable on an hour for hour basis), **and** equivalent to an Associate of Arts Degree in Sociology, Psychology, Criminal Justice or a related field, **OR** Two years of responsible social work or social service experience (volunteer experience is creditable on an hour for hour basis), **and** 30 semester or 45 quarter units of college level credit with an emphasis on Social Work, Sociology, Psychology, Criminal Justice, or a related field.

NOTE: A Bachelor's degree in Social Work, Sociology, Psychology, Criminal Justice, or a related field is fully qualifying at this level.

Victim/Witness Advocate II:

Training and Experience: Two years of additional responsible social work or social services experience equivalent to a Victim/Witness Advocate I with Lassen County, meets the training requirements specified for a Victim/Witness Advocate I, and the recommendation of the District Attorney.

License: Valid California driver's license.

SELECTION PROCESS

Application materials will be reviewed, and the best qualified applicants will be invited to Susanville to participate in interviews.

HOW TO APPLY

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. The Lassen County application is available in Personnel/Risk Management Services at our web site at: <http://lassencounty.org>, or visit our application center at the address listed below. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department
221 South Roop Street
Susanville, California 96130

☎ (530) 251-8320 ☎

Updated: February 21, 2020

☞ **GENERAL INFORMATION** ☞

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.