

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from High School or G.E.D.;
- AND
- B. One (1) year of experience to above or related duties

2. Special Qualifications;

Preference given to candidates with a Bachelor’s degree from an accredited college or university in criminal justice, social work, psychology, or closely related field.
Successful completion of the basic 40 hour Victim Advocate training within 6 months of employment
Valid Utah Class D Driver’s License
Must pass BCI/NCIC background investigation

3. Knowledge, Skills and Abilities:

Knowledge of domestic violence issues, judicial processes, and resources for victims; principles and techniques used in dealing with the public in stressful/traumatic situations; pertinent Federal, State, and local laws, codes, and regulations. General working knowledge of modern office procedures, methods, and equipment, including English usage, spelling, vocabulary, grammar and punctuation. Principles and procedures of record keeping and reporting. Safe driving principles and practices.

Ability to operate a personal computer and Microsoft products.

Ability to plan and organize work to meet schedules and timelines; interpret and apply policies, procedures, laws, codes, and regulations pertaining to police conduct, records, programs and functions; prepare and maintain accurate and complete records; communicate clearly and concisely, both orally and in writing. Must be able to deal appropriately with people in situations that may, at times, become confrontational, stressful or uncomfortable. Deal with situations or conditions that may be psychologically traumatic. Manage numerous tasks and assignments at one time with frequent interruptions. Cope with exposure to stressful circumstances, including the meeting of deadlines, stressful work conditions, and contact with the public and co-workers in negative or traumatic situations.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of your work. Adhere to the policy of an alcohol and drug free work environment.

4. Working Conditions:

Incumbent of the position performs in a typical office setting, travels to different sites and locations. May be in inclement weather for long periods of time, willingness to respond to calls for assistance outside of normal business hours. Perform duties that may include light physical effort such as lifting, bending, stooping, walking, climbing stairs, and prolonged sitting at a desk. Frequent local travel required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Part Time	EEO-4 Class:	Adm Support
Location:	Police	EEOP Class:	Para-Prof
Group/BU:	Part Time General Pay Plan	Tech-Net Match:	1810