



THE COUNTY OF SUTTER

Invites Applications for

FINAL FILING DATE:

May 24, 2019

VICTIM ADVOCATE I

Limited Term w/Benefits

\$15.47 - \$19.22/Hourly

THE POSITION: Under general supervision, serves as liaison between the court system and victims of crime through the court process; provides crisis counseling; and acts as advocate for victims of crime. Occasional evening and overtime are required for this position. ***The eligible list established from this recruitment may be used to fill any future opening(s) in this class for up to nine months.***

JOB DUTIES: Initiates immediate contact with victims of crime; interviews victims and witnesses; assesses situation; counsels victims as appropriate; develops case plans to provide necessary services; provides information on victim assistance programs and resources; advises victims of the judicial process; provides emotional support at court; conducts follow-up reviews to assess situation; maintains contact with victims to provide counseling and advise on case status; compiles and types various legal documents, narrative and statistical reports correspondence, and other data in the daily performance of duties; reviews data to verify accurate and complete information; ensures applicable data is properly filed with the court; ensures all related information is filed and maintained in a systemized manner to ensure ease of retrieval; researches and interprets codes and statutes relating to rights of victims of crime; assists victims of crime in writing and filing victim impact statements, restraining orders, and other documents filed with the court; assists in the completion of forms, documentation and filing of claims with the State Board of Control; acts as victim advocate in obtaining reimbursement and restitution; provides transportation and child care when necessary for victim to testify in court; receives and disperses restitution payments; posts all payments received and distributed following guidelines established by law; reviews data to ensure accuracy; detects any errors and corrects accordingly; prepares and submits applications for grant funds; compiles and analyzes data; confers with judicial personnel, law enforcement agencies, community groups and victims of crime to determine needs; types and completes application and supporting documentation; reviews completed forms to verify complete and accurate data; obtains required authorizations; submits completed forms to appropriate agency; provides information, guidance and training to criminal justice agencies, community and service groups, educational personnel, and the public at large on issues related to victim rights; answers telephones, taking messages or forwarding calls as appropriate; enters data from crime reports into computer system; retrieves and/or replaces client files.

<p><u>MINIMUM QUALIFICATIONS:</u> The following are the minimum qualifications for this position. Possession of these qualifications does not ensure that an applicant will be interviewed. Applications will be reviewed in comparison with all other applications received.</p>
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Knowledge of: Structure and operations of the criminal justice system; the function and role of agencies available to assist victims; fundamental aspects of human behavior; interviewing techniques; general office practices and procedures.

Ability to: Provide emotional support to reduce trauma associated with being a victim of a crime; assess the needs of program clients; interpret and apply regulations concerning victims eligibility and rights; establish and maintain a cooperative working relationship with agency staff, victims, law enforcement agencies, the courts and other community organizations; communicate effectively both orally and in writing; perform clerical work of average difficulty; maintain accurate records; type at a speed necessary for successful job performance.

Education and Experience: Equivalent to the completion of college level course work in social science, behavioral science, criminology, administration of justice or a closely related field; and one year of experience related to work involving processes in the criminal justice or judicial system involving the provision of victim services, peer counseling or equivalent social service work; or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Experience in interviewing is desirable.

Special Requirements: *Essential duties require the following physical skills and work requirements:* Requires the ability to maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; ability to see; ability to hear and communicate orally; requires sufficient hand/eye coordination to perform semi-skilled repetitive

movements, such as filing, using a computer, typing, data entry or use of other office equipment or supplies; sufficient strength and coordination for lifting, pushing, pulling, and/or carrying the weight of computer equipment; ability to operate a motor vehicle.

License: Must possess and maintain a valid California State Driver's License.

The recruitment process for this position includes completing an application, participating in oral interview(s). Please notify the Human Resources Department prior to the final filing date for this position if you believe you have a disability, which would make it difficult to participate in any portion of the recruitment process and would require reasonable accommodation. Sutter County reserves the right to require medical documentation concerning the need for accommodation. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam and fingerprinting in addition to other appropriate requirements of the position.

NOTE: Sutter County utilizes E-Verify to confirm the eligibility of employees to work in the United States.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.



SUTTER COUNTY HIGHLIGHTS

Sutter County is a major agricultural center located in Northern California approximately 50 miles north of the State Capitol, Sacramento. The County, bounded by the Sacramento and Feather Rivers, encompasses 608 square miles and provides easy access to the Lake Tahoe and San Francisco areas. Mountains and lakes offering unlimited recreational opportunities are abundant. Sutter County is a general-law county with a population of approximately 97,000 and includes two incorporated cities, Yuba City and Live Oak. There are 19 department heads and 900 positions with an annual budget of 241 million dollars.

HOW TO APPLY

Eligible applicants are **REQUIRED** apply online at

www.CalOpps.org

Applicants may also attach any additional information in resume form.

For additional information, please visit our website @ www.suttercounty.org

Or contact

Sutter County Human Resources

1160 Civic Center Boulevard, Suite B

Yuba City, CA 95993

Phone (530) 822-7113

FAX (530) 822-7191

E-mail hr@co.sutter.ca.us

TDD access through CA Relay Service: 1-800-735-2929

SELECTION PROCEDURE

The applications will first be reviewed for minimum qualifications. All applications meeting the minimum qualifications will be referred to a screening committee. Those candidates with the most directly related experience, education and training may be invited to a written, performance and/or oral examination. Up to ten ranks of the most outstanding candidates will be referred for final interview(s) with the appropriate department. Investigation of employment history and references may be conducted prior to appointment.

EMPLOYEE BENEFITS

Salary: New employees start at step one and after satisfactory performance during a probationary period, advance to the second step. There are five (5) annual Merit Steps. Merit steps six (6) and above may be awarded after additional years of service have been met and upon satisfactory performance.

PERS <u>Miscellaneous</u> Retirement (NON-Safety)				PERS <u>SAFETY</u> Retirement (Law, Fire, Probation Officers)	
Tier 1 Classic PERS Members	Hired @ Sutter County Up to 11-15-2011	2.7 @ 55	8% EE Share by EE	3 @ 50	9% EE Share by EE
Tier 2 Classic PERS Members	PERS Member from 11-16-11 to 12-31-2012	2 @ 60	7% EE Share by EE	2 @ 50	9% EE Share by EE
Tier 3 New PERS Members	PERS Member after 1-1-13 (PEPRA)	2 @ 62	6.25% EE Share by EE	2.7 @ 57	11.25% EE Share by EE
Note: The Tier formula eligibility above depends on PERS Rules and AB340, PEPRA Law. <i>The County also participates in Social Security.</i>					

Medical, Dental, Vision and Life Insurance: The County pays the major portion of health, dental, vision and life insurance for employee and dependent(s). Health, dental, vision, and life insurance become effective the first of the month following 30 days of employment. **Management** receives county-paid term life insurance of \$150,000.

Health Care Spending Account: Designated pretax contribution to pay for eligible health care expenses not covered by any insurance.

Dependent Care Spending Account: Designated pretax contribution used to pay for eligible dependent day care expenses.

Paid Leave Days: Depending on the classification in which employed, most employees receive eleven days **vacation** per year up to five years service; fifteen days up to ten years; seventeen days up to fifteen years; twenty days after fifteen years. Thirteen paid **holidays** per year. **Sick leave** accrues at the rate of twelve days per year. **Management** receives 13 days of paid Administrative Leave per year in addition to the other paid time off.

Disability Insurance: Sutter County participates in the State Disability Insurance Program.

Deferred Compensation: Employees may participate in deferred compensation plans. Also, most **New Hires** to Sutter County who enroll in a County-sponsored Deferred Compensation Plan, will receive twenty-five dollars (\$25.00) per pay period deposited into their account, eligibility date varies by Unit (Fire Unit not eligible and some Re-hires may not be eligible). **Employees will be advised of the eligibility requirements during New Employee Orientation.** **Management** may convert any unused Administrative Leave as taxable compensation or it may be converted to a deferred compensation plan.

Note: Offers of employment are contingent upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986; successful completion of a preplacement medical review/examination; satisfactory driving record and proof of automobile insurance, if applicable, and other appropriate requirements of the position. Significant moving violations or lack of insurance may be cause for disciplinary action up to and including dismissal.

E-Verify: This position requires new hire employment verification to be processed through the E-Verify program administered by the Department of Homeland Security, U.S. Citizenship and Immigration Services (DHSUSCIS)' in partnership with the Social Security Administration (SSA).

The above information is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units.

Sutter County is required by law to make available certain public records, including employee names, titles, and compensation, as a result of a 2007 California Supreme Court decision. Therefore, be advised that unless an employee can demonstrate the necessity of having this public information withheld, based upon specific, verifiable safety and/or security reasons, this information will be released to the public upon demand.

The County of Sutter does not discriminate on the basis of race, color, religious creed, sex, marital status, age, national origin, medical condition (cancer or genetic characteristics/information), mental or physical disability (including AIDS or HIV), ancestry, sexual orientation, gender identity, gender expression, military and veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance.