## EMPLOYMENT OPPORTUNITY

# VICTIM/WITNESS ADVOCATE

Temporary, part-time

**Salary and Benefits**

$15.30 per hour

**Filing Deadline**

5:00 p.m., February 24, 2017

**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 victims/witnesses with the criminal justice system.

• Work closely with other agencies providing services to victims/witnesses.

• Perform related duties as assigned.

**Minimum Qualifications**

***Education:*** Equivalent to the completion of the twelfth grade.

***Experience:*** Two years of responsible social work or social service work.

***License:*** Valid 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. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department  (530) 251-8320 

221 South Roop Street

Susanville, California 96130 Opened February 2, 2017

** 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 prior to employment. 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.