

VICTIM ADVOCATE-COUNTY ATTORNEY - 3146

OPENING: OCTOBER 12, 2012

CLOSING: OPEN UNTIL FILLED

(1ST Screening 11/05/2012)

Grade: P4 Minimum Annual Starting Salary: DOE

This position is exempt from payment of overtime under the Fair Labor Standards Act.

Minimum Qualifications: A Bachelor's degree from an accredited college or university with a major in social or behavioral science, criminal justice, public administration or closely related field and one year of experience in the area of assignment or other closely related field. (One calendar year of experience in the Pima County Victim Witness Volunteer Program, which encompasses a minimum of 240 volunteer hours, would satisfy the experience in the area of assignment requirement.) (Additional relevant education from an accredited college or university or experience may be substituted for any or all of the aforementioned education or experience.)

Licenses and Certificates: Requires possession of a valid Arizona driver's license with appropriate endorsement(s). Failure to maintain the required licensure shall be grounds for termination.

Special Notice Items: All applicants must pass a criminal history background investigation prior to appointment.

Preferred Qualifications:

1. Experience in social service or mental health service provision.
2. Experience in crisis response/intervention.
3. Graduate of the Pima County Attorney's Office Victim Witness Basic Crisis Training.
4. Experience working with victims of crime.
5. Knowledge of the criminal justice system.
6. Bi-lingual (English/Spanish).
7. Experience in case management and documenting client services and contacts.
8. Knowledge of community resources and experience making referrals to meet the social, health and economic needs of victims.
9. Proficiency in computer skills and programs, including Microsoft Office and client tracking databases.

This **grant-funded** position is with the Victim Services Division of the Pima County Attorney's Office.
