



# COUNTY OF MONO

## JOB ANNOUNCEMENT

<p><b>CLOSING DATE:</b> <b>1/5/2019 or until filled</b></p>	<p><b>VICTIM/WITNESS ADVOCATE</b></p> <p><b>Grant Funded Position</b></p>	<p><b>SALARY</b> Salary Range \$44,448 - \$54,012 + Benefits</p>
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The County of Mono is accepting applications for a grant funded Victim/Witness Advocate Specialist in the Office of the District Attorney located in the Mammoth Lakes/South County Office. This is a Salaried position with full Benefits.

**Examples of Duties:** Under supervision, to provide a variety of services to victims and witnesses of crimes in accordance with the Victim/Witness Program in the Office of the District Attorney; to learn to interview victims and witnesses, assessing needs and making referrals; to assist with the development of community resources for victim/witness assistance; to represent the Victim/Witness Program with community organizations and agencies; to help in the development and planning of community outreach for the program; to collect and process restitution payments for victims; and to do related work as required.

Additional responsibilities – to assist in the operations and functions of the District Attorney’s Office; to assist the public; answer telephone calls; help with filing and running of the Case Management System used by the Office.

**Knowledge of:** In-depth knowledge of the functions, programs, and policies of the County Department/unit/County-wide program where assigned. Computers and software used in Department and County information systems. Program development, monitoring, and evaluation. Statistical and financial record keeping methods, procedures, and techniques. Techniques for the development and analysis of a variety of specialized information, as well as information and report presentation and development. Program policies and operation requirements in the County Department/unit/County-wide program where assigned.

**Ability and willingness** Plan, organize, coordinate, and perform most highly specialized administrative support, fiscal support, and/or program operation functions of a County Department, major organizational unit, or County-wide program. Provide supervision, training, and work evaluation for assigned staff, as necessary. Gather, organize, analyze, and present a variety of narrative and statistical data and information. Assist with the development and administration of the Department/unit/County-wide program budget. Prepare administrative reports and correspondence. Analyze situations accurately and determine effective courses of action. Prioritize work load to meet established time lines and special requests. Work within multiple time frames and deadlines. Prepare, maintain, and submit complex fiscal and/or statistical records to appropriate County Departments and other government agencies, as assigned. Maintain confidentiality of materials and use discretion in sensitive situations. Deal tactfully and courteously with the public, other County staff, and representatives of other government agencies, when explaining the functions, policies, and programs of the Department/unit/County-wide program. Establish and maintain cooperative working relationships. Also, assist in the planning, organization and coordination of the Victim/Witness Program; provides direction for the program; works with community organizations to develop resources and appropriate referral services for victims and witnesses; monitors grant monies; ensures proper expenditure and reporting controls; assess victim and witnesses needs and provides referrals to support agencies for further assistance; performs restitution collection and case filings.

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: Increasingly responsible experience in performing a variety administrative support work, including substantial experience in fiscal and/or monitoring and reporting. Work dealing with victims and witnesses of crimes, or within the criminal justice system is desirable. Any training in social or behavioral science, criminology, or public administration is desirable.

**Application Process:** For a complete job description and application visit the Mono County Website: [www.monocounty.ca.gov](http://www.monocounty.ca.gov).

**All completed applications:** All application must be received by the first review date of January 5, 2019 at 5:00 pm. The recruitment of this position will continue until filled.

COUNTY OF MONO

COUNTY ADMINISTRATIVE OFFICE / HUMAN RESOURCES P.O. Box 696 ~ Bridgeport, California 93517

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