



JOB ANNOUNCEMENT

Victims Advocate

Full time provisional employee with benefits, Grade 15

Acts as advocate for victims and assists with staff and community education.

Graduation from high school and at least two (2) years of experience working in the areas of rape and/or with sexual assault victims. AND Post-secondary education is preferred, especially in the social work area. OR An equivalent combination of education and experience.

Previous experience dealing with victims and/or the legal system preferred

Must be able to consistently present a dignified and professional appearance

Must be able to keep complete confidentiality according to the laws of the State of Utah and the United States

Considerable knowledge of modern office practices and procedures; legal terminology, grammar, punctuation, English, etc.; modern office practices and procedures; various information related to criminal processes; the operation of personal computer and various software applications for word processing, spread sheets, data base management and desk top publications; working knowledge of general accounting and bookkeeping procedures and practices.

Ability work with the public and develop effective working relationships; ability to communicate effectively, verbally and in writing; prepare case files and paperwork.

Must be 21 years of age, Emery County resident or be able to relocate to Emery County and a Citizen of the Utah States.

Applicants for employment may be required to undergo a drug test and basic background as a condition of employment.

Send, fax, or email resume and employment application to: Mary Huntington, Emery County Personnel, Box 907, Castle Dale, UT 84513. Fax: 435-381-2308 Email: maryh@emery.utah.gov

Recruiting for this position ends August 27, 2018, at 5:00 p.m.

EMERY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER