



County of Marin Victim/Witness Advocate Bilingual

SALARY	\$35.76 - \$42.35 Hourly \$2,682.00 - \$3,176.25 Biweekly \$5,811.00 - \$6,881.88 Monthly \$69,732.00 - \$82,582.50 Annually	LOCATION	San Rafael, CA
JOB TYPE	Full Time, Regular	JOB NUMBER	1221-24-08
DEPARTMENT	District Attorney's Office	OPENING DATE	08/26/2024
CLOSING DATE	9/9/2024 11:59 PM Pacific	VACANCIES	1
WEEKLY SCHEDULE	37.5 Hours	EQUAL EMPLOYMENT OPPORTUNITY (EEO)	The County of Marin is an Equal Opportunity Employer. Persons of color, women, individuals with disabilities, veterans, and adults of all ages are strongly encouraged to apply.
INDIVIDUALS WITH DISABILITIES	If you are a person with a disability and are unable to complete an online application or require an accommodation to participate in a recruitment, you must contact Human Resources at least five work days in advance of the testing step or interview. Please contact the Human Resources Staffing Division at (415) 473-2126 (CRS DIAL 711) .		

ABOUT US

At the County of Marin, our employees overwhelmingly report feeling their work is meaningful, they like the work they do, and they are proud to tell people “I work for the County of Marin.” [Discover more about us, our values and our organizational culture here.](#) Read on to find out more about this opportunity:

ABOUT THE POSITION



Within the Victim/Witness Program, Victim/Witness Advocates provides a wide variety support services, assistance and information to non-English speaking and bilingual victims and witnesses of crime, while assisting Deputy District Attorneys with court support and coordinating both victim and witness activities. These positions review police reports, initiate and maintain contact with victims and witnesses and provide information about criminal justice procedures. They maintain contact with clients to ensure their availability for interviews and court appearances and accompany the client to court proceedings and remain as support during their testimony. In addition, the Advocates assist in providing crisis intervention, emergency assistance and counseling for victims and witnesses, and assist in processing, filing and verifying medical, counseling and other support claims. Advocates are expected to maintain accurate records of their contacts and support provided to clients. The Unit has several specialized positions including those dedicated to providing service to underserved communities, attending child interviews at the Jeannette Prandi Center and Mass Victimization response. An Advocate also has additional duties including working with law enforcement, state and community partners to develop and participate in community outreach programs and attend forums as a representative of the District Attorney's Office.

The District Attorney's Office is currently hiring one (1) full-time regular hire Victim/Witness Advocate Bilingual.

Required: Bilingual skills in Spanish and English.

ABOUT YOU

Our Highly Qualified Candidate possesses a strong work ethic, takes initiative, and has the ability to independently meet with clients and families in crisis, prioritize tasks and follow through work and document work in a timely manner. The candidate successfully works independently as well as an effective team member, has excellent listening and writing skills and works well with a diverse population, people under stress and those that may be unfamiliar, uncooperative or skeptical of the criminal justice system. The ideal candidate has experience working closely with and understanding the criminal justice system including criminal law, courtroom procedures and victim's rights as provided by Marsy's Law. In addition, the ideal candidate has graduated from a four year college or university with major coursework in social science, behavioral science, criminal justice, or another closely related field.

QUALIFICATIONS:

Knowledge of:

- Principles, practices, and techniques of interactive interviewing.
- Standard office practices and procedures, including the use of standard office equipment.
- Techniques for gaining rapport with and cooperation of emotional and reticent individuals.
- Basic psychological dynamics of individuals in crisis such as victims of or witnesses to child abuse, domestic violence and sexual assault.
- Business arithmetic and basic statistical methods and procedures.
- Community resources available to victims.
- Basic practices and terminology of the criminal justice system and/or of a District Attorney's Office.

Ability to:

- Listen, abstract, analyze and synthesize situations and pertinent information from people in crisis.
- Review and evaluate data, weighing alternatives and determine the appropriate course of action.
- Work with individuals or groups to promote cooperative and useful relationships in a professional manner.
- Be alert to the needs, attitudes, and problems of persons from a variety of ethnic and socio-economic backgrounds.
- Work skillfully and tactfully to resolve sensitive problems.
- Use sound independent judgment following established procedural guidelines.
- Make accurate arithmetic calculations and keeping accurate statistics.

- Work in a standard office environment and using standard office equipment, including a computer.
- Establish and maintain effective working relationships with those contacted in the course of the work, including victims and/or witnesses and their families, department staff, deputy district attorneys, law enforcement officers, members of the public and community agencies.
- Prepare clear, concise and accurate correspondence, reports and other written materials.
- Speak effectively before groups and meeting critical deadlines.

MINIMUM QUALIFICATIONS:

Two years of public contact experience involving the explanation of rules, policies and regulations and substantial one-to-one contact with a variety of individuals. Certification as a paralegal or legal assistant from an accredited institution **or** completion of the first two years' core coursework requirements (non-elective) for the equivalent of a degree in Criminal Justice Administration may be substituted for the experience on a year for year basis. Must demonstrate oral and written proficiency in English and a designated second language - Spanish.

Bilingual Testing/Certification: The successful candidate *must* possess bilingual skills and must demonstrate proficiency in both Spanish and English prior to appointment. A bilingual proficiency exam will be administered to ensure the candidates possess the appropriate skill level to meet the requirements.

SPECIAL REQUIREMENTS

- Must successfully complete the training requirements per the California Penal Code (currently PC § 13835.10) within the first year of employment.
- **The selected candidate must pass a background investigation as required for employment in a law enforcement agency.**

IMPORTANT INFORMATION

All applicants will receive email notifications regarding their status in the recruitment process. Please be sure to check your spam settings to allow our emails to reach you. You may also log into your governmentjobs.com account to view these emails.

Testing and Eligible List: Depending on the number of qualified applications received, the examination may consist of a highly qualified review, application screening, online assessment, written examination, oral examination, performance examination, or any combination to determine which candidates' names will be placed on the eligible list. The eligible list established from this recruitment will be used to fill the current vacancy and any future vacancies for open, fixed-term, full-time or part-time positions which may occur while the list remains active.

First Round Selection Interviews will be held in-person on Tuesday, September 17, 2024.

Disaster Service Workers: All County of Marin employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

Equal Employment Opportunity Employer: If you have questions regarding equal employment opportunities, please contact Roger Crawford, Equal Employment Opportunity Director, at 415-473-2095. If you have questions concerning this position announcement, please contact Colleen Beck at 415-473-6185.

Agency

County of Marin

Address

3501 Civic Center Drive
 Room 124
 San Rafael, California, 94903

Phone

Website

Victim/Witness Advocate Bilingual Supplemental Questionnaire

*QUESTION 1

QUALIFYING EDUCATION/EXPERIENCE: The minimum qualifications for the position are as follows:

Two years of public contact experience involving the explanation of rules, policies and regulations and substantial one-to-one contact with a variety of individuals. Certification as a paralegal or legal assistant from an accredited institution or completion of the first two years' core coursework requirements (non-elective) for the equivalent of a degree in Criminal Justice Administration may be substituted for the experience on a year for year basis. Must demonstrate oral and written proficiency in English and a designated second language – Spanish.

Graduation from a four-year college or university with major coursework in social science, behavioral science, criminal justice, or another closely related field is highly desirable.

Please indicate how you meet the minimum qualifications for this position:

- a. Two years of public contact experience involving the explanation of rules, policies and regulations and substantial one-to-one contact with a variety of individuals
- b. Certification as a paralegal or legal assistant from an accredited institution
- c. Two years core coursework requirements for the equivalent of a degree in Criminal Justice Administration
- d. None of the above

*QUESTION 2

Please provide additional detail on how you meet the minimum requirements for the position. For education, please also list your degree in the education section of the application. For experience, please provide us with a description of your qualifying experience including duties and responsibilities, the name of the employer(s) where you gained this experience and the dates worked.

*QUESTION 3

QUALIFYING LANGUAGE SKILLS: Do you possess the ability to speak, read and write proficiently in both Spanish and English? Please Note: These positions require bilingual skills; the successful candidate must demonstrate proficiency in both Spanish and English prior to appointment. A bilingual proficiency exam will be administered to ensure the successful candidate possesses the appropriate skill level to meet the requirements of the position.

- Yes
- No

*QUESTION 4

Do you have a four-year college or university degree with major coursework in social science, behavioral science, criminal justice, or a closely related field? If yes, the information must be reflected in the education section of the application.

- Yes
- No

***QUESTION 5**

Describe your work experience dealing with people in crisis, particularly any who were reluctant, hostile, and/or emotionally volatile or fragile. Include in your response the name of your employer(s), dates worked, duties performed and a relevant example from your work experience involving people in crisis. Also include the specific agencies that you would make referrals to, including counseling, government agencies or other support agencies for people in crisis.

***QUESTION 6**

Describe any knowledge or experience you have of the criminal justice system, including criminal law, courtroom procedures and/or victim's rights. Please also include where you obtained this knowledge or experience, e.g. name of employer and duties performed, or school attended, and coursework completed.

* Required Question