



A Tradition of Stewardship  
A Commitment to Service

**COUNTY OF NAPA**  
Human Resources  
1195 Third Street, Suite 110  
Napa, CA 94559  
707-253-4303

<http://www.napacountycareers.com>

INVITES APPLICATIONS FOR THE POSITION OF:

## **Victim Witness Advocate I/II**

*An Equal Opportunity Employer*

### **SALARY**

\$23.99 - \$31.34 Hourly    \$1,919.20 - \$2,507.20 Biweekly    \$4,158.27 - \$5,432.27 Monthly    \$49,899.20 - \$65,187.20 Annually

**OPENING DATE:** 11/06/17

**CLOSING DATE:** 11/20/17

**JOB TYPE:** Limited Term

**Job Category:** Legal Services

**DEPARTMENT:** District Attorney

**LOCATION:** Carithers Building - 931 Parkway Mall, Napa

### **THE NAPA VALLEY**

#### **PLEASE READ THIS BULLETIN IN ITS ENTIRETY**

The **Napa Valley** - Internationally known for its fine wines, exciting restaurants and world-class resorts, is home to 140,000 residents who share a strong sense of community and a legacy of preserving and protecting our rich agricultural heritage.

Located in the heart of California's preeminent wine region, the Napa Valley is also part of the dynamic San Francisco Bay Metropolitan Area. With its sunny Mediterranean climate and proximity to the mountains and ocean, the Valley offers residents easy access to virtually unlimited shopping, dining, cultural and recreational opportunities.

The Napa Valley's strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life provide the ideal mix of small town living and big city amenities.

## **COUNTY OF NAPA AS AN EMPLOYER**

The County of Napa is a highly respected employer within the local community as well as throughout the region. We offer rewarding and challenging work, flexible hours, competitive salaries, a comprehensive benefits package and tremendous opportunities for career growth. At the County of Napa we truly value our employees and are committed to diversity in our family-oriented environment. This is why we are the Employer of Choice for more than 1,400 employees.

As an organization, the County is dedicated to improving the lives of our citizens and reflecting the best of the community's values: Respect, Accountability, Dedication, Integrity and Innovation.

## **THE POSITION**

**This recruitment is being conducted to fill two limited-term vacancies. The list established by this recruitment may be used to fill future full-time, part-time, limited-term and extra help vacancies. Some positions in this unit may require the ability to comprehend and speak Spanish.**

*Limited-term positions are typically established under grant funded or other contract programs that have a specified duration which is longer than that of extra help or temporary positions. They are generally 40 hours per week, are eligible for benefits and covered by County policies and applicable MOU's.*

The Victim Witness Advocate I/II provides a variety of services to victims and witnesses of crimes in accordance with the Victim/Witness Program in the County District Attorney's Office including interviewing victims and witnesses and identifying appropriate community services to assist the client in meeting his/her physical and emotional needs; and, participating in the development of community outreach programs.

### Victim Witness Advocate I

\$23.99 - \$28.49 Hourly  
\$1,919.20 - \$2,279.20 Biweekly  
\$4,158.27 - \$4,938.27 Monthly  
\$49,899.20 - \$59,259.20 Annually

### Victim Witness Advocate II

\$26.23 - \$31.34 Hourly  
\$2,098.40 - \$2,507.20 Biweekly  
\$4,546.53 - \$5,432.27 Monthly  
\$54,558.40 - \$65,187.20 Annually

## **THE RECRUITMENT PROCESS**

1. Applications are due by 5:00 P.M. on Monday, November 20, 2017.
2. Applications will be screened for minimum qualifications the week of November 20, 2017.
3. Candidates that meet the minimum qualifications will have their supplemental responses scored by subject matter experts the week of November 27, 2017.
4. Oral panel interviews are tentatively scheduled to take place the week of December 18, 2017. Only the most qualified candidates from the interview process will be placed on the eligibility list and may be considered to fill positions for up to one year.

*The Human Resources Department reserves the right to change the recruitment process at any time.*

**EXAMPLE OF DUTIES** *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Assist law enforcement and District Attorney's Office in interviewing crime victims, providing emotional support and physical resources as necessary; arrange transportation, lodging and other accommodations for victims and witnesses to assist them in keeping appointments and attending court appearances; coordinate excused absences from employment for clients to attend hearings, interviews and other required appointments; serve as a lead worker to volunteers and interns engaged in assisting victims and/or witnesses; serve as an advocate for victims to ensure their needs are addressed within the community and criminal justice system; provide crisis intervention and emergency assistance by conducting immediate needs assessment and making referrals to other community resources; assist victims to complete a variety of claims documents including reimbursement of medical expenses, lost income or wages, funeral costs and job rehabilitation; confer with law enforcement officials and prosecutors on the status of the cases and serve as a liaison between victims and witnesses and Deputy District Attorneys or law enforcement officers including coordinating the time and place of interviews; provide emotional support and encouragement to victims and witnesses as the case moves through the criminal justice system, including providing support during court proceedings, if requested; and, assist with the preparation of restraining orders and other processes designed to assist and protect the rights of victims.

### **TYPICAL QUALIFICATIONS**

#### KNOWLEDGE OF:

Laws concerning the rights and responsibilities of victims and witnesses of crimes.

Rules of professional confidentiality concerning victim and advocate, as well as of attorney/client work product.

Principles, practices and techniques of effective interviewing to determine what services the victim may need.

Domestic violence, sexual assault and child and elder abuse laws.

Techniques for gaining rapport with and cooperation of emotional and reticent individuals who may be members of a variety of ethnic and socio-economic groups.

Needs, problems, attitudes and behavior patterns of emotionally vulnerable individuals.  
Community resources available to victims and/or witnesses.

Microsoft Office software programs (PowerPoint, Excel, Word, and Outlook) to complete assignments.

#### SKILL TO:

Interview victim's families and other individuals to obtain information on a variety of complex

and sensitive subjects.

Provide psychological and emotional support to reduce stress associated with being a victim or witness of crime.

Initiate and maintain written and computerized case files to document case activities.

Use Microsoft Office software (e.g., PowerPoint, Excel, Word and Outlook) to prepare reports, graphs, correspondence and other job-related documents.

#### ABILITY TO:

Develop and maintain the confidence and cooperation of emotionally vulnerable individuals.

Establish and maintain effective working relationships with victims and/or witnesses and their families, departmental staff, law enforcement officers, attorneys and community agencies.

Relate to a wide variety of individuals from different socio-economic, cultural and ethnic groups.

Adapt quickly and appropriately to a variety of situations and personalities.

Communicate tactfully in stressful situations when dealing with individuals holding differing opinions and viewpoints.

Demonstrate flexibility in adapting to changes in priorities, assignments and other interruptions, which may impact pre-established timelines and courses of action for completing assignments.

Use repetitive hand movement and fine hand/eye coordination when using a computer keyboard.

**EXPERIENCE AND EDUCATION**-*Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

#### **Victim Witness Advocate I**

##### **Experience:**

One year of para-professional victim services, peer counseling, crisis intervention, social services or related advocacy experience.

##### **Education:**

High school diploma or GED equivalent. Completion of 18 units of college-level coursework from an accredited college or university in behavioral science, psychology, sociology, criminal justice or a closely related field is highly desirable.

##### **License or Certificate:**

Possession of a valid driver's license.

##### **Special Requirements:**

The successful candidate must be willing to complete the entry-level advocate training provided by the California Crime Victims Assistance Association within the first year of employment.

#### **Victim Witness Advocate II**

**Experience:**

Two years' experience performing victim services, peer counseling, crisis intervention and social services work activities for the County of Napa or other victim-witness program.

**Education:**

Completion of 18 units of college-level coursework from an accredited college or university in behavioral science, psychology, sociology, criminal justice or a closely related field. (Additional victim witness advocacy work experience may be substituted for the required education on a year-for-year basis). An Associate, Bachelor and/or Master's degree from an accredited college or university is highly desirable.

**License or Certificate:**

Possession of a valid driver's license.

**Special Requirements:**

Must successfully complete the senior-level advocate training provided by the California Crime Victims Assistance Association within two years of employment.

**ADA Accommodation**

Applicants requiring accommodation during the application and/or selection process pursuant to the Americans with Disabilities (ADA) Act should contact County of Napa Human Resources at (707) 253-4303.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.napacountycareers.com>

OR

1195 Third Street, Suite 110,  
Napa, CA 94559

EXAM #00899  
VICTIM WITNESS ADVOCATE I/II  
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## Victim Witness Advocate I/II Supplemental Questionnaire

- \* 1. Instructions for Supplemental Application Questions. The following questions comprise one of the steps in the selection process for this position and are intended to assist you in presenting your qualifications. Only the information you provide in your answers to these questions will be evaluated and scored to determine the best qualified candidates to continue in the selection process for this position. Please be complete and specific in answering the questions as your score will be based on this information. Applications submitted without responses to the supplemental questions will not be evaluated. **Although your experience and education should relate back to your application, your application and or resume will not be reviewed when scoring the supplemental questions.** Therefore, please be as detailed as possible in your responses to the supplemental questions. I have read and understand the instructions presented above.
- Yes   No
- \* 2. This recruitment is being conducted to fill two limited-term vacancies. The list established by this recruitment could be used to fill future full-time, part-time, limited-term and extra help vacancies. Limited-term positions are typically established under grant funded or other contract programs that have a specified duration which is longer than that of extra help or temporary positions. They are generally 40 hours per week, are eligible for benefits and covered by County policies and applicable MOU's. Do you want to be considered for the two limited-term vacancies?
- Yes   No
- \* 3. What is the highest level of education you have completed?
- High School or GED or equivalent  
 Some College  
 Associate's Degree  
 Bachelor's Degree  
 Master's Degree  
 Doctoral Degree
- \* 4. Have you completed at least 18 semester or 27 quarter units of college-level course work from an accredited college or university in behavioral science, psychology, sociology, criminal justice or a closely related field?
- Yes   No
- \* 5. How many years of full-time equivalent (40 hours per week or 2,080 hours per year) work experience do you have in working as a Victim Advocate in a **criminal justice** setting, where victim advocacy was a primary duty of your job?
- None  
 Less than one year  
 More than one year, but less than two years  
 More than two year, but less than five years  
 More than five years
- \* 6. How many years of full-time equivalent (40 hours per week or 2,080 hours per year) work

experience do you have in advocacy areas outside of the criminal justice system, such as peer counseling, crisis intervention, social services, or some other related advocacy experience, where those were your primary duties?

- None
- Less than one year
- More than one year, but less than two years
- More than two year, but less than five years
- More than five years

- \* 7. Which of the following certifications do you currently possess? (Choose all that apply.)
  - The Entry-Level Victim/Witness Advocate certification through the California Office of Emergency Services (CalOES) or equivalent.
  - The Advanced Victim/Witness Advocate certification through the California Office of Emergency Services (CalOES) or equivalent.
  - A state-accredited domestic violence counselor certification or equivalent.
  - A state-accredited sexual assault counselor certification or equivalent.
  - I don't currently possess any of the above certifications.
- \* 8. Please describe your experience in interviewing clients, providing crisis intervention, assessing and matching service needs, taking case notes, managing cases, collecting data, and preparing reports. For this, and other narrative answers, please provide sufficient information and details, including frequency, to allow for a thorough evaluation of your qualifications. If you do not possess this experience, please write N/A.
- \* 9. Describe your experience with case management software, computerized case notes, report writing, and other computer skills directly related to this position. Please provide sufficient information and details, including frequency, to allow for a thorough evaluation of your qualifications. If you do not possess this experience, please write N/A.
- \* 10. Describe your work experience in collaborating with criminal justice-related agencies for the purpose of advocating for crime victims, including but not limited to prosecution, law enforcement, probation, courts, Child Protective Services, and Adult Protective Services. Please provide sufficient information and details, including frequency, to allow for a thorough evaluation of your qualifications. If you do not possess this experience, please write N/A.
- \* 11. Do you possess Spanish language communication skills?  
Yes   No
- \* 12. **Spanish Language Proficiency** Please choose the following proficiency level that best describes your Spanish **speaking** proficiency level:
  - No Practical Proficiency – No practical speaking proficiency.
  - Elementary Proficiency – Able to satisfy routine travel needs and minimum courtesy requirements.
  - Limited Working Proficiency – Able to satisfy routine social demands and limited work requirements.
  - Minimum Professional Proficiency – Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics.
  - Full Professional Proficiency – Able to use the language fluently and accurately on all levels pertinent to professional needs.
  - Native or Bilingual Proficiency – Equivalent to that of an educated native speaker.

- \* 13. **Spanish Language Proficiency** Please choose the following proficiency level that best describes your Spanish **reading** proficiency level:
- No Practical Proficiency – No practical reading proficiency.
  - Elementary Proficiency – Able to read some personal and place names, street signs, office and shop designations, numbers and isolated words and phrases.
  - Limited Working Proficiency – Able to read simple prose, in a form equivalent to typescript or printing, on subjects within a familiar context.
  - Minimum Professional Proficiency – Able to read standard newspaper items addressed to the general reader, routine correspondence, reports, and technical materials in the individual's special field.
  - Full Professional Proficiency – Able to read all styles and forms of the language pertinent to professional needs.
  - Native or Bilingual Proficiency – Equivalent to that of an educated native.
- \* 14. **Spanish Language Proficiency** Please choose the following proficiency level that best describes your Spanish **writing** proficiency level:
- No Practical Proficiency – No practical writing proficiency.
  - Elementary Proficiency – Able to write some words and phrases, provide limited formulaic information on simple forms and documents.
  - Limited Working Proficiency – Able to write simple sentences on subjects within a familiar context.
  - Minimum Professional Proficiency – Able to write informal and some formal correspondence, reports, and technical materials in the individual's specific field.
  - Full Professional Proficiency – Able to write all styles and forms of the language pertinent to professional needs.
  - Native or Bilingual Proficiency – Demonstrate a high degree of control of grammar and syntax, of both general and specialized/professional vocabulary, of spelling or symbol production, of cohesive devices, and of punctuation. Able to produce formal and informal correspondence, in-depth summaries, and reports.
- \* 15. To qualify for this position it will be necessary for you to agree to an extensive background investigation which includes criminal history, drug and alcohol use, financial history, contacts with current and prior employers, and interviews with friends, neighbors, etc. Do you agree to participate in the background investigation process?
- Yes   No
- \* 16. If it is determined that you meet the minimum qualifications for this recruitment, you will be sent a Conviction Information Questionnaire via email. You will have five (5) business days to complete this questionnaire. If you do not complete the questionnaire, you may be disqualified from the recruitment and may not move forward in the recruitment process. Do you understand this?
- Yes   No

\* Required Question