



County of Marin Victim Witness Advocate - Bilingual (Temporary)

SALARY	\$34.72 - \$41.12 Hourly	LOCATION	San Rafael, CA
JOB TYPE	Full Time, Temporary	JOB NUMBER	1221-TC-23-12
DEPARTMENT	District Attorney's Office	OPENING DATE	12/01/2023
CLOSING DATE	12/27/2023 4:00 PM Pacific	VACANCIES	1
WEEKLY SCHEDULE	37.5	EQUAL EMPLOYMENT OPPORTUNITY	The County of Marin is an Equal Opportunity Employer. Persons of color, women and individuals with disabilities 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:



The Victim Witness Assistance Program operates as a division within the Marin County District Attorney's Office. The unit works under the direction of a Victim-Witness Program Supervisor and the Program Director and consists of six advocates (both grant-funded and county-funded) plus one grant-funded Mass Victimization Advocate. The Division receives general

office support from a Legal Process Specialist. Currently the program supervisor and two of the six advocates are bilingual (English/Spanish). The program may in the future include a professionally trained courtroom assistance dog whose purpose will be to help reduce a victim's stress during legal proceedings.

ABOUT THE POSITION

Within the Victim/Witness Program, Victim Witness Advocates provide a wide variety of support services, assistance and information to victims and witnesses of crime, while assisting Deputy District Attorneys with court support and coordinating both victim and witness activities. These positions initiate and maintain contact with victims and witnesses to provide information concerning criminal justice procedures, coordinate court appearances, and ensure that witnesses are available for interviews and testimony. In addition, these positions assist in providing crisis intervention, emergency assistance and counseling for victims and witnesses, and assist in processing, filing and verifying claims filed by victims of crime. There is also a Mass Victimization Advocate with additional duties working with law enforcement, state and community partners to establish critical response protocols for the Program.

This recruitment is to fill one (1) full-time, temporary Victim Witness Advocate Bilingual position. The candidate must speak and write in both English and Spanish.

The general duties and minimum requirements of this position are described in the class specification [here](#).

Additional questions about the position can be directed to Rosemary Slote, Chief Deputy District Attorney, at (415) 473-6450. Questions regarding the recruitment can be directed to, Colleen Beck, Senior Human Resources Analyst, at cbeck@marincounty.org.

ABOUT YOU

Our Highly Qualified Candidate: The ideal candidate possesses a strong work ethic, initiative, and the ability to prioritize tasks and follow through in a timely manner. The candidate successfully works independently as well as an effective team member, has excellent listening and writing skills and can work with a diverse population, people in crisis, and those that may be unfamiliar with or skeptical of the criminal justice system. In addition, the ideal candidate has experience working closely with the criminal justice system including criminal law, courtroom procedures and victim's rights.

We recognize your time is valuable, so please note that you must have at least the following required Minimum Qualifications in order to be considered for this position:

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 Spanish.

Note: 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.

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

ABOUT THE PROCESS

Please note: The first 20 qualified candidates meeting minimum qualifications will continue to the next step in the recruitment process and have their application materials reviewed. Applicants are strongly encouraged to apply early.

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 contingent hire (temporary) vacancies which may occur while the list remains active. Eligible lists remain active for a minimum of six (6) months.

Bilingual Testing/Certification: Successful candidates must demonstrate proficiency in both English and Spanish prior to appointment. If the selected candidate has not taken the test, a bilingual proficiency exam will be administered to ensure the candidate possesses the appropriate skill level to meet the requirements.

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.

Agency

County of Marin

Address

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

Phone

415 473-2126

Website

<http://www.marincounty.org/jobs>

Victim Witness Advocate - Bilingual (Temporary) 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 Spanish. Note: 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 (select all that apply):

- Two or more 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.
- Two years core coursework requirements for the equivalent of a degree in Criminal Justice Administration.
- None of the above applies to me.

***QUESTION 2**

Please provide additional detail on how you are meeting the minimum requirements for the position. For education, 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**

Do you possess bilingual proficiency in both Spanish and English? *Please note: if the successful candidate will be using bilingual skills in the position, they must demonstrate proficiency in both Spanish and English. A bilingual proficiency exam will be administered at the time of selection to ensure the candidate possesses the appropriate skill level to meet the requirements.*

- 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, please complete the education section of the standard application form giving the school attended and certificate/degree awarded.

- Yes
- No

***QUESTION 5**

NARRATIVE QUESTIONS (Please answer all questions below). **Please note: If you do not possess any experience, please state "No Experience".** Describe your work experience interacting 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 list the agencies that you could make referrals to, to meet the needs of clients in crisis, including counseling, government agencies or other community-based agencies.

***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

Apply for an Open Recruitment in NEOGOV

1. Visit www.marincounty.org/Jobs
2. Click "Career Opportunities" under "Job Opportunities."

DEPARTMENT OF HUMAN RESOURCES
COUNTY OF MARIN

marincounty.org

Home Get to Know Us Work With Us Find Employee Tools Learn About Benefits

Job Opportunities

Career Opportunities
Current job opportunities open to the public.

Employee Career Opportunities
Promotional opportunities open to current regular hire employees.

Other Career Options
Applications for transfer, voluntary demotion and other processes.

3. You will be sent to our GovernmentJobs.com Careers page. Scroll down the page to review our currently open recruitments, which are listed in alphabetical order. Use the page number or previous / next buttons to go to the next page of recruitments. To open a job posting, click on the job title:

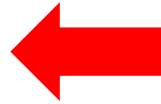
Firefighter - Seasonal New	temporary	Schedules Vary, Temporary	\$14.23 - \$17.31
Legal Process Specialist - Temporary	Full Time, Temporary		\$4,697.88 - \$5,590.00 mo
Mental Health Practitioner/Licensed MHP Bilingual - Children's Mental Health Services New	Full Time, Regular		\$6,595.33 - \$7,950.80 mo
Office Assistant III - Bilingual Assignment	Dependent on Position		\$3,914.63 - \$4,636.13 mo

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4. After you click on the job title, the job posting will slide out from the side of the screen. Click on the green APPLY button on the top right side of the screen, log into your account (or create a new account) and complete the application.

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APPLY



Office Assistant III - Bilingual Assignment

Salary ⓘ	\$3,914.63 - \$4,636.13 Monthly	Location ⓘ	Multiple Locations, CA
Job Type	Dependent on Position	Department	All Departments (Miscellaneous)
Job Number	1341-17-09		
Closing	Continuous		
Weekly Schedule	Dependent on Position		
Differential	5% for Bilingual		
Equal Employment Opportunity	The County of Marin is an Equal Opportunity Employer. Minorities, women and individuals with disabilities are strongly encouraged to apply.		
Individuals with Disabilities	If you are a person with a disability and require an accommodation to participate in a recruitment, you must contact Human Resources at least 72 hours in advance of the testing step or interview. Please contact the Human Resources Staffing Division at (415) 473-2126 (CRS DIAL 711) .		

Once you've logged in, you'll be able to fill out the employment application and the supplemental questionnaire (questions specific to this recruitment). Follow the instructions on the application to save your work and submit your application when you are finished. After you've submitted your application, you will receive a confirmation email from jobs@marincounty.org.

If you have any questions regarding the application process or require technical support, please contact the HR Staffing Division using the contact information below:

Phone: (415) 473-2126

Email: jobs@marincounty.org