



# EMPLOYMENT OPPORTUNITY

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## Victim Witness Advocate-Bilingual

District Attorney's Office

### RECRUITMENT CLOSING DATE

Friday, August 6, 2021  
At 4:00 pm

### SALARY

\$5,088 - \$6,024 / Month  
Recruitment # 1221-21-06

### 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 seven advocates (both grant-funded and county-funded) plus one grant-funded Mass Victimization Advocate and receives general office support from a Legal Process Specialist. The program supervisor and two of the five advocates are bilingual (English /Spanish). The program also includes a professionally trained courtroom assistance dog named Reiki whose purpose is 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 will be used to fill one (1) vacant full-time, fixed-term Victim Witness Advocate – Bilingual position in the District Attorney's Office. This position is designated as the Underserved Victim Advocate and is dependent upon on-going grant funding. The current grant period for this position is expected to be funded through December 31, 2022. The department must reapply on an annual basis for continued funding and if funding is renewed this position may be extended on a year-by-year basis for up to 5 years. *Per PMR 48.2, fixed term employees are not subject to Reduction in Force rights at the completion of the term.* Applicants who wish to be considered for the contingent Victim Witness Advocate position must apply separately to that recruitment.

Additional questions about the position can be directed to Otis Bruce, Assistant District Attorney / Victim Witness Program Director, at (415) 473-6450. Questions regarding the recruitment can be directed to Aletta Caballero, Senior Human Resources Analyst, at [acaballero@marincounty.org](mailto:acaballero@marincounty.org).

### ABOUT YOU:

**Our Highly Qualified Candidate:** The ideal candidate possesses 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 under 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 do not apply if you do not have at least the following required 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.

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:**

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.

**Bilingual Testing/Certification:** Successful candidates must demonstrate proficiency in both Spanish and English prior to appointment and receiving differential pay. 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.

**HOW TO APPLY:** You may apply online at [www.marincounty.org/jobs](http://www.marincounty.org/jobs)

MARIN COUNTY HUMAN RESOURCES DEPARTMENT  
3501 CIVIC CENTER DRIVE ● ROOM 415 ● SAN RAFAEL, CA 94903-4189  
OFFICE PHONE (415) 473-6104 ● TTY (415) 473-5780

**Paper or Faxed application documents will not be accepted. If you need assistance completing an online application, contact us at 415 473-2126.**

**Equal Employment Opportunity Employer:** The County of Marin is committed to diversity and invites all qualified people to apply, including persons of color, women, and individuals with disabilities. Upon request, reasonable accommodation may be made for persons with disabilities and for religious reasons, where necessary. If you have questions regarding equal employment opportunities or the position announcement, please contact the Human Resources Department at (415) 473-6104.

Reasonable accommodation for people with disabilities may be requested by calling (415) 473-6104 (voice) or (415) 473-5780 (TTY) at least five work days in advance of a scheduled exam. Copies of documents are available in accessible formats upon request.