CLARK COUNTY
Department of Human Resources
500 S. Grand Central Pkwy, 3rd Floor,
PO Box 551791
Las Vegas, NV 89155-1791
(702)455-4565
http://www.clarkcountynv.gov/

INVITES APPLICATIONS FOR THE POSITION OF:
VICTIM WITNESS PROGRAM ADMINISTRATOR
Department Name: District Attorney
Exam Number: 07479

SALARY
$60,819.20 - $94,244.80 Annually

OPENING DATE: 07/16/13

CLOSING DATE: 07/30/13 05:01 PM

ABOUT THE POSITION:

The successful candidate will start at the minimum of the salary range unless otherwise approved by the County Manager.

Please note that effective July 20, 2013 the Salary Range for this position will decrease by 1% to reflect an adjustment mandated by the Nevada Public Employees Retirement System.

This examination will establish an Open Competitive and Promotional list to fill current and/or future vacancies that may occur within the next six (6) months or may be extended as needed by the Office of Human Resources.

Qualifying education and experience must be clearly documented in the "Education" and "Work Experience" sections of the application. Do not substitute a resume for your application or write "see attached resume" on your application.

MINIMUM REQUIREMENTS

Education and Experience: Equivalent to a Bachelor's Degree in Criminal Justice, Sociology, Psychology or a field related to the work AND four (4) years of full-time experience providing direct client services in a victim/witness or related judicial program, including one (1) year of full-time lead or supervisory experience.

Working Conditions: Work extended shifts or be called back in emergency situations.

Licensing and Certification: Must possess a valid Nevada Class C driver's license at time of appointment.

Background Investigation: Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

EXAMPLES OF DUTIES

Plans, schedules, assigns and directs the work of Victim/Witness Program advocates; provides technical assistance to staff. Recommends selection of staff; trains staff in work procedures; administers discipline as required. Develops and distributes Victim/Witness educational and informational materials; develops and implements community awareness programs. Assists in the preparation of the budget for the unit; monitors varied expenditures. Develops and implements procedures and standards for Victim/Witness case handling and management; assists in the development of division goals and objectives. Works with a variety of community organizations and individuals to arrange and coordinate services, promote the program and solicit support; serves as a member of various councils and teams. Directs the maintenance of and maintains records and prepares a variety of periodic and special reports, in statistical or numerical form, regarding victim/witness program activities and operations. Reviews and evaluates legislation and regulations related to program activities; ensure County compliance with standards and guidelines. Represents the District Attorney's office in community meetings; serves as a member of various committees and boards. Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures. Confers with managers and staff in the district Attorney's and a variety of other County departments to coordinate work and resolve issues related to the victim/witness program. Performs the work of Victim/Witness Program advocates, including handling the more difficult situations. Uses standard office equipment, including a computer, in the course of the work; drives a County or personal motor vehicle to attend meetings and transport clients.

PHYSICAL DEMANDS

Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to attend meetings and transport clients; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

An Equal Opportunity Employer

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VICTIM WITNESS PROGRAM ADMINISTRATOR Supplemental Questionnaire

* 1. Describe in detail your professional experience working as a supervisor and/or lead person in a social services or criminal justice setting. Please specify the number and types of employees you supervised. Include in your response your experience in working with the general public, legal community, and other internal and external customers in a social services or criminal justice setting. (Maximum 15 points) Complete a separate entry (see template below) for each employer where your experience was obtained. Type N/A if you have no related experience. Employer Name: Job Title: Hours Worked Per Week: Dates of Employment: Detailed Description of Related Job Duties:

* 2. Describe in detail your professional experience in compiling operational, budgetary and other statistical data and information, preparing periodic reports, and making presentations. (Maximum 5 points) Complete a separate entry (see template below) for each employer where your experience was obtained. Type N/A if you have no related experience. Employer Name: Job Title: Hours Worked Per Week: Dates of Employment: Detailed Description of Related Job Duties:

* 3. Describe in detail your professional experience in providing direct client services in a victim/witness or related judicial program. Include in your response your role and responsibilities in the program, the typical day-to-

day delivery of services and the populations served. (Maximum 15 points) Complete a separate entry (see template below) for each employer where your experience was obtained. Type N/A if you have no related experience. Employer Name: Job Title: Hours Worked Per Week: Dates of Employment: Detailed Description of Related Job Duties:

* 4. Describe in detail your professional experience in coordinating outreach events with community stakeholders and other organizations. Include in your response the specific responsibilities you held in developing or coordinating the event, identify the organization(s) you worked with, and the dates of your involvement. (Maximum 10 points) Complete a separate entry

(see template below) for each employer where your experience was obtained. Type N/A if you have no related experience. Employer Name: Job Title: Hours Worked Per Week: Dates of Employment: Detailed Description of Related Job Duties:

* 5. List any training or seminars you have attended related to this position. Include in your response the nature of the training/seminar, host organization, and date(s) attended. (Maximum 5 points)

* Required Question