



Brewster County Crime Victim Advocate Position

Brewster County is currently seeking qualified applicants for the position of Crime Victim Advocate under the 83rd District Attorney's Office and under the administrative direction of District Attorney-Elect Ori White. This position is funded through the Criminal Justice Division of the State of Texas. Grant funds are allocated for a 1 year period, renewable each year. Start date for position will be after January 1, 2021. Position is open until filled.

Required Knowledge and Skills:

Knowledge of: Crime Victim's Rights Bill under the Texas Code of Criminal Procedures Chapter 56; Victims' rights, protective orders, the judicial system, individual, family and group casework theory and techniques; interviewing techniques; and victim compensation programs; service providers in the Community that will assist victims, resources of support to promote long term success by helping the victims stabilize their living environment; office practices and procedures; the use and care of office equipment; the methods and techniques of public contact; procedures and methods including computer keyboard operation; English usage, grammar, punctuation and spelling; techniques for effective interpersonal communications.

The Crime Victim Advocate is an employee of Brewster County. Therefore, the employee must understand and abide by the Brewster County Employee Handbook. Applicants must also demonstrate good people skills, must be able to follow directions and orders, and be a flexible team player. Grant funded salary is set at \$35,000 and the Brewster County employee benefits will also be a part of the package.

For a full Job Description and application, visit: www.brewstercountytx.com/employment. Please complete an application and resume and submit to Brewster County Treasurer Julie Morton 107 W Ave E #4, Alpine, TX 79830 or you may leave it with the County Treasurer's Office at 201 W Ave. E Alpine, TX 79830. Applications and resumes may also be emailed to County.Treasurer@co.brewster.tx.us. For questions, contact 432-837-6200 x13



Brewster County

Crime Victim Advocate

Position Summary:

83rd District Attorney's Office – Crime Victim Advocate – (Start Date 01-01-21) Please note, this position will be available on January 1, 2021 under the incoming 83rd District Attorney, Ori White. This is a grant funded position funded through the Criminal Justice Division of the State of Texas. Grant funds are allocated for a 1 year period, renewable each year.

Required Knowledge and Skills:

Knowledge of: Crime Victim's Rights Bill under the Texas Code of Criminal Procedures Chapter 56; Victims' rights, protective orders, the judicial system, individual, family and group casework theory and techniques; interviewing techniques; and victim compensation programs; service providers in the Community that will assist victims, resources of support to promote long term success by helping the victims stabilize their living environment; office practices and procedures; the use and care of office equipment; the methods and techniques of public contact; procedures and methods including computer keyboard operation; English usage, grammar, punctuation and spelling; techniques for effective interpersonal communications.

Skill/Ability to: work effectively in a multi-cultural environment with victims, staff and support agencies; initiate, cultivate, and sustain relationships with individuals, and prospective partners from every strata of the community; work effectively in a multi-cultural environment with victims, staff and support agencies; make independent decision upon established office protocol; speak, read and write in English; use time effectively; focus on details; assess information for purposes of written and oral reports; set priorities for a large workload; make independent decisions when circumstances warrant such action; relate to and work with emotionally upset and occasionally hostile people; enter and retrieve data using computer systems and software, such as spreadsheets, word processing programs, database information; handle high level of stress; present competence to perform and observe behavior; establish and maintain cooperative and effective relationships with those contacted during the course of work; speak effectively in English; Preferred bi-lingual in Spanish.

Qualifications:

Bachelor's Degree in Psychology, Sociology or Social Sciences is preferred with three (3) years of experience in victims' services. Or equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Compensation:

The Crime Victim Advocate is an employee of Brewster County. Therefore, the employee must understand and abide by the Brewster County Handbook. Salary is \$35,000 + Benefits. Brewster County Employee Benefits Package will come into effect 90 days after start date.

Position is open until filled. For copies of job description and application please visit our website at www.brewstercountytexas.com/employment Apply in person, submit an application and resume with the Brewster County Treasurer's Office, Brewster County Courthouse, 201 W Ave E, Alpine, TX 79830 or via email to Julie Morton @ county.treasurer@co.brewster.tx.us

**Brewster County
Application for Employment**

Instructions: Complete all necessary information. You may be asked to provide additional information on another form. Please Print.

Name _____

Social Security# _____ Phone() _____

Address _____

City/State/Zip _____

Would you accept full-time work? Yes No Would you accept part-time work? Yes No

On what date would you be available for work? _____

Have you ever been employed by Brewster County before? Yes Dates _____ No

Do you have a legal right to be employed in the U.S.? Yes No (If yes, proof is required)

Are you of legal age to work? Yes No

Educational Background

High School:

Name and location _____

Date of Graduation _____ Did not graduate

If you did not graduate from High School, do you have a GED? Yes No

College:

Name and location _____

Course of Study _____ Did you graduate? Yes No

Degree or diploma _____ Date _____

Graduate School:

Name and location _____

Course of Study _____ Did you graduate? Yes No

Degree or diploma _____ Date _____

Vocational Training -- other:

Name and location _____

Course of Study _____ Did you graduate? Yes No
Degree or diploma _____ Date _____

Continuing Education: _____

License & Certifications:

Do you have a Texas Drivers License? Yes What type of DL? _____ No

Do you hold any special licenses or certifications? (List) _____

Do you have experience or special skills in Accounting Finance, Human Resources, Risk Management/Insurance or Grant related matters?

If so, please describe your experience: _____

Describe your level of proficiency with computers/IT _____

Are you able to travel to attending training and continuing education related to your employment? (County pays expenses) _____

Previous Employers and Addresses

If you do not want us to contact your present employer, please write "Do Not Contact" by that Employer's information. List the most recent employer first, and list your employment for the last 10 years.

1. Company Name _____ Phone () _____
Contact Name _____
Address _____ Employed From _____ to _____
Position _____ Reason for leaving _____ Last Wage _____

2. Company Name _____ Phone () _____
 Contact Name _____
 Address _____ Employed From _____ to _____
 Position _____ Reason for leaving _____ Last Wage _____
3. Company Name _____ Phone () _____
 Contact Name _____
 Address _____ Employed From _____ to _____
 Position _____ Reason for leaving _____ Last Wage _____
4. Company Name _____ Phone () _____
 Contact Name _____
 Address _____ Employed From _____ to _____

You may attach additional pages if necessary. You may also submit a separate resume and any other information which you believe may be pertinent.

I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME IN THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

BY SIGNING THIS APPLICATION, I AGREE THAT THE COUNTY MAY CHECK MY BACKGROUND AND CRIMINAL HISTORY.

WHERE CAN WE CONTACT YOU? _____
(PLEASE LEAVE PHONE NUMBERS) _____

APPLICANT'S SIGNATURE _____
DATE _____