



## CLASS SPECIFICATION

Class Title: Forensic Interview Specialist, CJC  
Department: Attorney-CJC  
FLSA: Non-Exempt

Class Code: 2293  
Eff Date: 02/07/2020  
Grade: 18

### GENERAL PURPOSE

Under the supervision of the Children's Justice Center (CJC) Director, provides forensic interview services to assist child victims and witnesses of crime in a neutral, fact-finding manner to fulfill and comply with established interviewing guidelines, state statute, and national accreditation requirements.

### EXAMPLE OF DUTIES

Conducts forensic interviews with children, witnesses and vulnerable adults according to and in compliance with the established interview guidelines, state statute and the national accreditation forensic interview standard.

Gathers background information from caregivers, law enforcement and child protective services to plan effective forensic interview services for a child victim or witness. Provides debriefing after interviews with caregivers, law enforcement and child protective services. Implements trauma informed methods when interacting with caregivers and children.

Facilitates team collaboration for the investigation and prosecution of child abuse crimes. Serves as a forensic interview specialist and participates in multi-disciplinary team (MDT) case review meetings with allied professionals for criminal prosecution and protective action in child abuse cases; provides peer review for forensic interviewers on the CJC MDT.

Participates in and receives peer review on interviews conducted per requirements of the Utah attorney general's office and the national accreditation standard.

Provides courtroom testimony as an expert witness; provides information to special victim's unit (SVU), prosecutors, judges and other criminal justice system and child protection personnel; communicates information to appropriate agency personnel to ensure follow through. Assists SVU prosecutors with case prep as needed and directed.

Creates, maintains, and submits various records and documents to ensure accurate data collection for statistical reports and other purposes.

Assists the Utah Attorney General's office state program interview specialist in providing forensic interview training to professionals. Provides input on forensic interview training curriculum updates.

Maintains knowledge of current research regarding the field of child forensic interview techniques, Davis County Attorney's office SVU policies and procedures, the criminal justice system, and community resources through professional training, in-service training, seminars, national conferences, workshops and publications.

Provides positive and courteous customer service.



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Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS

#### 1. Education and Experience:

Bachelor's degree from an accredited college or university in social work, psychology, counseling, criminal justice, or closely related field plus two (2) years of related work experience in one of the following: child abuse investigations, crime victim advocacy, children and/or youth counseling. An equivalent combination of education and experience may be considered.

Preference for:

- Experience conducting child forensic interviews, OR
- Preference for fluency in both Spanish and English (fluency defined as proficiency level in both languages as evidenced by the ability to verbally interpret from English-to-Spanish and from Spanish-to-English, as well as the ability to translate written documents from English-to-Spanish and from Spanish-to-English).

#### 2. Other Requirements:

Must pass a pre-employment criminal background check as well as every two years thereafter, and continuously meet Bureau of Criminal Information (BCI) requirements.

Must travel to provide training and technical assistance to Utah CJC programs. Must travel locally and out of state to attend training and conferences.

Must possess and maintain a valid Utah Driver License. Must furnish personal transportation for on-the-job travel; employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver's License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in Utah Code. Must operate a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

#### 3. Necessary Knowledge, skills and abilities:

**Working knowledge of:** Effective forensic interview methods, principals and techniques. Victim trauma reactions and dynamics of child abuse cases; cultural competency. Social work principles; crisis intervention techniques; social service systems; CPS investigative practices; law enforcement investigative practices; prosecutorial process in criminal court and juvenile court;



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public relations; effective training and public speaking methods. Networking and public relations skills. Databases and computer software programs specific to the duties of this position.

**Skill in:** operating computer hardware and all applicable software programs and applications including Microsoft Office products; using a multi-line telephone, fax machine, multi-function copier, and other common office equipment.

**Ability to:** Commit to ongoing cross disciplinary education and openness to supervisory feedback; facilitate collaboration and cohesion among allied agencies using the center; confidently and professionally process and resolve differing views concerning forensic interview practices; function independently to manage workload, scheduling, and training; respond quickly and appropriately to crisis situations; maintain confidential materials and protect client privacy; work effectively with individuals from various economic and social backgrounds; communicate effectively orally and in writing; follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, clients, other agencies, and the public.

### WORKING CONDITIONS

As necessary, respond to critical calls outside of regular work hours (evenings, weekends, and holidays). Exposure to high stress and potentially hostile, emotionally charged and uncomfortable situations.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***

### Approval Information

Date: 2/7/2020

Department Approval: Tanya Perkins

Classification Approval: Jana Bake