

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: FORENSIC INTERVIEWER I/II - CJC  
CLASS CODE: I - 2379 II - 2372

FLSA STATUS: EXEMPT

SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 1/5/2010  
DEPARTMENT: CHILDREN'S JUSTICE CENTER

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## **JOB SUMMARY**

Under general direction of the Executive Director-CJC and as a member of the Utah Valley Special Victims Task Force, performs professional work in conducting forensically sound investigative interviews and in assessing individual child victims. Prepares individual reports and evaluations; testifies in court as required.

## **CLASS CHARACTERISTICS**

**Forensic Interviewer I - CJC:** This non-licensed working-level classification requires considerable knowledge of, and experience in, conducting child forensic interviews.

**Forensic Interviewer II - CJC:** This advanced classification level of the series requires licensure as a Licensed Clinical Social Worker (LCSW) or as another appropriate licensed mental health therapist with full clinical certification, and advanced knowledge and experience in child development and in providing therapeutic services to children.

## **ESSENTIAL FUNCTIONS**

### **Forensic Interviewer I - CJC:**

Conducts individual child forensic interviews of alleged child abuse victims according to protocol, including extended interview protocol when necessary; identifies and assesses issues relating to language, cognitive ability, and emotional state.

Participates in the investigative staffing process; makes recommendations regarding a child's safety and ability to testify by taking legal guidelines into account and using information gathered during forensic interviews, through collateral contacts, and by reviewing assessment results.

Ensures reports and other documents are delivered to courts and other parties in a timely manner and in a format approved by the Utah County Attorney's Office.

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

Coordinates with local and state-wide law enforcement and social service agencies in order to facilitate collaboration efforts in behalf of alleged child victims.

Serves as a forensic interview specialist in court and interagency meetings; testifies in court as an expert witness; provides information to judges and other criminal justice system and child protection personnel; communicates information to appropriate agency personnel to ensure follow through.

Maintains knowledge of current research regarding the field of child forensic interview techniques and assessments, Utah Valley Special Victims Task Force policies and procedures, the criminal justice system, and community resources through professional training, in-service training, seminars, workshops, and publications.

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***Forensic Interviewer II - CJC (in addition to essential functions described above):***

Performs child forensic evaluations including behavioral assessments, psychologic testing, and other professional observations in order to identify emotional state, cognitive functioning, and relevant disabilities.

Performs advanced assessments to identify child risk factors and safety concerns and makes professional therapeutic recommendations.

**KNOWLEDGE, SKILLS, AND ABILITIES**

***Forensic Interviewer I - CJC:***

**Working Knowledge of:** child development; child interviewing methods and techniques; principles and practices of social assessment; assessment of trauma, language and cognitive ability; criminal justice system; laws, ordinances, and policies relevant to work performed.

**Skill in:** crisis intervention techniques; appropriate child interviewing techniques; basic computer programs, word processing and document composition.

**Ability to:** conduct forensically sound interviews of child victims and victims with disabilities; maintain cooperative working relationships with those contacted during the course of work activities; identify and assess symptoms of trauma; communicate effectively verbally and in writing; maintain files, records, and reports; and coordinate multiple tasks efficiently.

***Forensic Interviewer II - CJC (in addition to knowledge, skills, and abilities listed above):***

**Considerable Knowledge of:** normal and abnormal child development; child interviewing methods and techniques; principles and practices of social assessment and psychological testing instruments; principles and practices of clinical diagnosis; criminal justice system; laws, ordinances, and policies relevant to work performed.

**Advanced Skill in:** assessment and evaluation of trauma, language, and cognitive functioning.

**PHYSICAL DEMANDS**

**Regularly:** sits at a desk or table; walks, stands, or stoops; works for sustained periods of time maintaining concentrated attention to detail.

**Occasionally:** lifts or otherwise moves objects weighing up to 20 pounds; drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**WORKING CONDITIONS**

Work is typically performed in an office or other environmentally controlled room. Work may occasionally expose the incumbent to contagious or infectious diseases. Work may expose the incumbent to high stress situations and potentially hostile situations including contact with the public in confrontational, emotionally charged, or uncomfortable situations.

**EDUCATION AND EXPERIENCE**

Selected applicants are subject to, and must successfully pass, a full background check.

***Forensic Interviewer I - CJC:*** Bachelor's degree in social work, sociology, psychology, criminal justice or a related field and three (3) years of work experience that includes conducting child forensic interviews. Equivalent combinations of education and experience may be considered.

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*Forensic Interviewer II - CJC:* Master's degree in social work, psychology, or a mental health program approved by the Department of Professional Licensing (DOPL) and a minimum of two (2) years of work experience serving children in a clinical setting.

#### **LICENSING AND CERTIFICATION**

*Forensic Interviewer I - CJC:* Applicant must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

*Forensic Interviewer II - CJC:* Applicant must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment. Applicant must be licensed under the Mental Health Professional Practice Act (UCA 58-60) as a Licensed Clinical Social Worker (LCSW) or as another appropriately licensed mental health therapist with full clinical certification.

#### **CAREER LADDER ADVANCEMENT**

For promotion through career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must: 1) possess the required licensure and certifications of the higher classification level, 2) meet the education and experience requirements and class characteristics of the higher classification level, 3) have written recommendation from the department head and, 4) receive approval from the Director - Office of Personnel Management.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.