

LOS ANGELES COUNTY DISTRICT ATTORNEY'S OFFICE



VICTIM SERVICES REPRESENTATIVE I

ACCEPTABLE DOCUMENTS

To qualify and/or receive appropriate credit for college coursework or degree, applicants must attach the following:

- For any college coursework, a copy of your college or university transcripts (official or unofficial) showing completion of the required units and course work in fields related to social work (i.e., Psychology, Criminal Justice, Child Development, or Human Services) must be attached at the time of application or **within 15 calendar days** from the last day of the application period.
- For any type of college degree, such as an Associate's degree or higher, in a field (i.e., Social Work, Psychology, Criminal Justice, Child Development, or Human Services) closely related to the position, a legible copy of your official diploma, transcripts, or letter from the accredited institution which shows the area of specialization must be attached at the time of application or **within 15 calendar days** from the last day of the application period.

ACCREDITATION INFORMATION

Accredited institutions are those listed in the publications of regional, national, or international accrediting agencies which are accepted by the Los Angeles County Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from the United States' accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Note: If you are unable to attach any documents to the online application, you may submit them via email to exams@da.lacounty.gov or fax to (213) 633-0904, **within 15 calendar days** from the last day of the application period. Please include your name and the exam title and number in the subject line of your email or fax.

DESIRABLE QUALIFICATIONS

- Experience working closely with victims and witnesses of crime is defined as experience conducting interviews to obtain personal information, advising clients of programs and services, or assisting clients in preparing applications for services.
- Experience working closely with law enforcement personnel is defined as experience volunteering, assisting, and interacting with various representatives of law enforcement agencies, in a professional capacity.