

**PLEASE POST FOR ALL APPLICANTS TO READ
Macon-Bibb County**

POST DATES: 03/02/15 to 03/16/2015	EEOC CODE:	CLASS CODE:
CLASSIFICATION TITLE: Victim Advocate		
JOB CLASS (GRADE):	HOURLY RATE: \$12.93	
WORK WEEK: Mon. – Fri.	WORK HOURS: 8:30 A.M. – 5:30 P.M.	
DEPARTMENT: District Attorney's Office		
DEPT. HEAD: David Cooke		
<input type="checkbox"/> REPLACEMENT		<input checked="" type="checkbox"/> NEW REQUIREMENT

Job Summary: This position is responsible for providing assistance to victims of crime.

Duties and Responsibilities:

1. Prepares and sends information packets to victims; provides victims with detailed information concerning victim rights, the criminal justice process, and sources of assistance.
2. Performs administrative and personal service duties; notifies victims and witnesses as to case status information; contacts victims regarding impending court dates.
3. Trains, supervises, and evaluates the work of interns.
4. Accompanies victims/victim's families to court.
5. Assists victims or witnesses with crime related problems and determines appropriate actions and/or referrals.
6. Provides support of the victim throughout the criminal justice process.
7. Verifies need for restitution.
8. Maintains accurate and confidential records of contacts with victims.
9. Coordinates travel arrangements (lodging, transportation, etc.) for victims and witnesses as needed.
10. Maintains a good relationship with assigned attorney(s) as well as other office staff.
11. Assists with the coordination of activities for National Victims' Rights Week.
12. Assists in the public education campaign of the office.
13. Obtains and analyzes victim statistics.
14. Assists the Victim/Witness Coordinator.
15. Collaborates with other agencies/victim service providers to assist victims and witnesses.
16. Performs other related duties as assigned.

Minimum Qualifications:

1. Preferred: Bachelor's degree in Human Services, Psychology, or related field with work experience in a legal/court setting.
2. Proven knowledge of legal procedures, forms, documents, terminology, business letter writing, general office procedures, and correct grammar/spelling.

3. Proficiency in Microsoft Office products.
4. Handle confidential materials with discretion, research/compile data, establish communication and maintain a working relationship with others, work independently, learn/understand new office procedures, and prepare technical data.
5. Demonstrate strong communication skills.
6. Have the ability to maintain appropriate confidentiality and security of private information.
7. Have the ability to work effectively with members of all levels within the organization as well as in public.
8. Demonstrate the ability to achieve results on a timely basis.

Working Conditions

1. Works in temperature controlled office environment.
2. Moderate travel.
3. High activity, multiple deadlines, constant interruptions.
4. High visibility of behavior.

If you feel you qualify for the above position, you may obtain a Position Opening Application at the Human Resources Department. Once completed, the application should be returned to the Human Resources Department. Applicants who are not selected to fill the position will be notified by mail. Position openings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have an opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER