

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



VICTIM ADVOCATE

JOB CODE: 20170

PAY GRADE: 14

PAY RANGE: \$45,678 - \$73,084

GENERAL DESCRIPTION

Under the general direction of the Crimes Against Children Sergeant, this position combines both direct service to victims of crime and misfortune, and community education, as well as liaison work between the needs of law enforcement and the needs of victims. Work is reviewed through observation and results obtained. **Subject to call-out 24 hours a day, including weekends and holidays as scheduled.**

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Aids and provides initial counseling for victims of Part I crimes or serious misfortune while referring on to appropriate social services
- Responds to crime scene, hospital, victim's home or other designated point at the time the crime is reported
- Provides 24 hour crisis intervention for victims of crime and/or secondary victims
- Files for Crimes Compensation for victims in need of financial relief
- Attends State Attorney investigations, depositions, criminal and civil hearings and trials with victims
- Conducts training to the Pinellas County Sheriff's Office staff in victim-related areas such as: sexual assault/abuse; child abuse; spouse abuse; homicide survivors, community resources and crime victim compensation
- Provides limited transport to victims/witnesses to court and various social service agencies
- Assists staff with making appropriate social service referrals
- Assists victim in securing the return of any personal property used as evidence when the court procedures are completed
- Reviews daily offense reports for appropriate victim advocate case assignment
- Responds daily to citizen inquiries from external sources such as website, other law enforcement agencies and victim advocate unit main line
- Makes public presentations on subjects germane to victimology
- Provides technical assistance to other law enforcement agencies
- Acts as advocate for the rights of victims on the local, state and national levels
- Assists with compiling documentation for the CALEA standards and proofs
- Regular and reliable attendance is required as an essential function of the position

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- This position may be considered essential and, in the event of an emergency or natural disaster, may be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary

QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in Counseling, Social Work, Criminal Justice or a related field
- Two (2) years practical experience in the field
- Or equivalent combination of education and experience
- Must possess a valid driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to complete and maintain the Office of the Attorney General Victim Services Professional Development Designation Training Program
- Knowledge of cognitive, emotional and behavioral areas relating to victims of crime
- Knowledge of the social service referral system
- Ability to prepare clear and comprehensive monthly reports and maintain proper documentation in case files
- Ability to read reports, correspondence and computer printouts
- Crisis intervention skills
- Ability to think independently and problem solve
- Be able to explain the intricacies of the investigatory and court process
- Interpersonal skills
- Public speaking skills
- Time management skills
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 5 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day

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- Drive up to 1 hour per day
- Lift up 50 lbs.
- Occasionally bend, squat, climb, reach, kneel and twist