



# JOB OPENING

## Troup County Government

<b>Position:</b> Victim's Advocate	<b>Department:</b> Solicitor	<b>Salary:</b> \$15.80/Hr
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Under general supervision and instruction this position is responsible for providing services in support of the victims of crime.

### Qualifications/Knowledge:

- ⇒ Baccalaureate Degree in a course of study related to the occupational field preferred
- ⇒ Must have a current valid driver's license
- ⇒ Must have 1-2 years experience in related field
- ⇒ Knowledge of victims' rights and community service agencies
- ⇒ Knowledge of court system policies and procedures
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Skill in planning, organizing, analyzing, decision making and problem solving
- ⇒ Skill in public relations and interpersonal relations
- ⇒ Skill in oral and written communication

### Essential Duties and Responsibilities:

- ⇒ Manages assigned case loads of victims of crime; provides referrals to community agencies; informs victims of eligibility for victims' compensation and assists in the completion of required applications
- ⇒ Counsels victims in regard to their rights and the possible effects and consequences of the actions
- ⇒ Assists victims in obtaining Orders of Protection
- ⇒ Obtains full and complete victim statements; obtains medical releases
- ⇒ Prepares the victim or court testimony and accompanies the victim to court; coordinates child care as needed
- ⇒ Provides referrals for victims for counseling, support groups and financial assistance
- ⇒ Contacts DCFS to ensure that reports are filed in instances when children are present during violent acts
- ⇒ Maintains related files and records
- ⇒ Performs all other related duties as assigned

**Employment Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.org](http://www.troupcountyga.org).**

Job #: 08062019 Victim's Advocate

Grade 14

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Eric Mosley*

Eric Mosley, County Manager

**Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace**