

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## VICTIM ADVOCATE

**JOB CODE: 20170**

**PAY GRADE: 14**

**PAY RANGE: \$43,921 - \$70,273**

### GENERAL DESCRIPTION

Under the direct supervision 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

- Aiding and providing initial counseling for victims of Part I crimes or serious misfortune while referring on to appropriate social services;
- Responding 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;
- Filing for Crimes Compensation for victims in need of financial relief;
- Attending 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;
- Review daily offense reports for appropriate victim advocate case assignment;
- Responding 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;
- Assist with compiling documentation for the CALEA standards and proofs;

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- Participates in Sheriff's Office recruitment and community relations activities as directed.

This position may be considered essential and, in the event of an emergency or natural disaster, may be required to work.

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
- Ability to drive, read a map and find locations even in the dark
- Ability to work long hours with little sleep
- Ability to be an advocate for specific victims, and victims as a class
- Crisis intervention skills
- Be self-directed and creative in tackling problems
- Have an open, non-judgmental attitude toward victims, regardless of their circumstances
- Be able to think well and respond quickly in crises
- Exude genuine concern and empathy for victims and their families
- Be able to explain the intricacies of the investigatory and court process
- Inter-personal 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
- Drive up to 1 hour per day
- Lift up 50 lbs.
- Occasionally bend, squat, climb, reach, kneel, and/or twist