



Seminole County Sheriff's Office

VICTIM ADVOCATE COORDINATOR

Class Spec Code: 1060

Established Date: 10/14/2020

Last Revised Date: 01/10/2022

Effective: 01/10/2022

Salary Range

\$17.96 - \$28.77 Hourly

Bargaining Unit

N/A

EEO

EEO4-Professionals

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

The victim advocate provides crisis intervention and assistance to victims of crime (sexual battery, spouse abuse, homicide, burglary, and/or other tragedies) within Seminole County.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Reviews incident and arrest reports to identify victims of crime.

Provides crisis intervention services to crime victims. Maintains on-call status and responds to crime scenes as needed. Provides follow-up contact with victims and provides assistance in completing Victims Crime Compensation Applications

Provides victim advocate support services to other law enforcement agencies in Seminole County as needed.

Assists in recruiting, training and coordination of volunteers used in providing support and assistance to the victims of crimes. Develops written information regarding program components. Maintains accurate and complete records of individual statistics.

Assists in the development and presentation of community programs to the public for the purpose of identifying victims of crime. Maintains and develops coordination between the Sheriff's Office and community-based organizations which provide services to victims of crime.

Provides criminal justice support and advocacy as well as information and referral services to victims of crime.

Minimum Qualifications

- Bachelor's Degree in Criminal Justice, Social Work or a closely related field; or an equivalent combination of related education and experience
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Knowledge of County geography. Knowledge of Florida Statutes in reference to victim/witness assistance. Knowledge of community resources to assist victims. Ability to demonstrate ethical and professional behavior; analyze information or situations; synthesize information and/or circumstances; and solve problems. Ability to recall facts and/or information; describe persons, things, and/or events. Ability to read and comprehend

WORKING CONDITIONS

The work environment is an office atmosphere although the incumbent is frequently required to meet with victims at crime scenes or at a hospital/medical facility.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Frequent sedentary work; constant use of a computer;

Visual-Constant overall vision; constant color perception, constant eye-hand coordination; constant depth perception; frequent reading/close-up work; constant field of vision/peripheral;

Dexterity-Frequent repetitive motion and reaching; Foot and hand coordination;

Hearing/Talking-Constant requirement to hear normal speech; constant hearing on telephone and radio; ability to hear faint sounds; constant talking on telephone/radio;

Emotional/Psychological- Potential contact with hostile individuals; exposure to emergency situations; may be exposed to trauma, grief and death; frequent public contact; decision-making and concentration;

Special Requirements-Ability to behave respectably and with utmost integrity even when off duty. Work may including working weekends, nights, holidays, and/or overtime; May be required to respond for any critical incident, manmade or natural.