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**Job Title: Victim's Advocate**  
**Department: Sheriff's Department**

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The intent of this listing is to give a general indication of the level of difficulty and responsibility of this position. It coordinates the victim assistance program of the Sheriff's Department. This position reports to the immediate supervisor.

**Job Summary**

Under general supervision, this position assists victims of crimes by providing them with a point of contact between themselves, law enforcement, the courts and applicable human service agencies. The Victim's Advocate prepares and maintains all necessary paperwork, and completes all other duties as required by the Victim's Rights law. Duties include knowledge of the methods, procedures and policies of the Sheriff's Department; laws, ordinances, standards and regulations; and knowledge of the organization of the Sheriff's Department and of related departments and agencies. The Victim's Advocate reports to the immediate supervisor.

**Essential Functions**

1. Manages the daily functions and activities of the victim assistance program, ensuring provision of all rights and services as mandated by the Victim's Rights law.
2. Reviews incident reports to screen those cases in which victim assistance may be required.
3. Evaluates critical incident stress of victims; provides crisis counseling and intervention; refers clients to community counseling organizations that work with victims of crime.
4. Informs victims about their rights and about procedures to be followed through the conclusion of each case. Gathers evidence for case prosecution, in some situations.
5. Assists clients in preparing to testify in court; provides courtroom orientation. Assists clients in court during trials, pleas, motions and bond hearings; transports victims to court as needed.
6. Monitors cases and keeps clients informed of case progress.
7. Assists victims in filing for compensation benefits; assists with creditor, employer and school relations as needed.
8. Maintains accurate and up-to-date case documentation; handles all correspondence for the Sheriff's Department with the victims of crime.
9. Attends various meetings and training sessions as required; keeps abreast of changing laws and program procedures that may affect the victim services program.
10. Evaluates program on a regular basis and develops plans for improvement or enhancement to meet program growth and changes within the office.
11. Monitors and reports on program expenditures; prepares purchase requests for necessary supplies, services and materials.
12. Performs computer data entry to record and retrieve client case and program information and to prepare correspondence and reports.
13. Receives, reviews, prepares and/or submits various records and reports including police reports, billing invoices, client claims, fiscal reports, progress reports, daily logs, memos, correspondence, etc.



14. Operates a variety of equipment such as computers, printers, fax machine, calculator, copier, typewriter, vehicle, telephone, etc.
15. Interacts and communicates with various groups and individuals such as immediate supervisor, co-workers, officers and investigators, other Department staff, victims, witnesses, court personnel, Department of Social Services, public and private counseling agencies, community organizations, hospital personnel, clergy, S.C. Victim Network, S.C. Victim Assistance office, attorneys, Solicitor's Office personnel, and members of the public.
16. Performs a variety of other routine administrative and clerical duties, including composing and typing correspondence, filing, answering the telephone, copying documents, faxing information, scheduling appointments, processing routine paperwork, etc.
17. Performs other related duties as required.

**Qualifications**

1. Requires a high school diploma supplemented by one year of administrative experience in a law enforcement environment, or any equivalent combination of education and experience which provides the required skills, knowledge and abilities
2. Must possess a valid SC Driver's License.
3. A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

**Requirements**

1. Must have the ability to read a variety of law books, policy and procedure manuals, directories, etc.
2. Must be able to read and interpret legal documents, law enforcement reports, financial documents, codes of law and related materials pertaining to the responsibilities of the job. Knows how to prepare a variety of reports, correspondence, forms, etc.
3. Must know how to make persuasive public presentations with confidence; and has good public relations skills.

**Salary DOQ w/ State Benefits**

**Apply in the Darlington County Administrator's Office, 1 Public Square, Room 210 (Courthouse), Darlington, SC 29532 or obtain an application online at [www.darcosc.com](http://www.darcosc.com); then mail to above address or email to [gwinburn@darcosc.net](mailto:gwinburn@darcosc.net)**

RESUMES WILL NOT BE ACCEPCTED WITHOUT A COMPLETE APPLICATION

**AN EQUAL OPPORTUNITY EMPLOYER COMPLY WITH ALL FEDERAL AND STATE LAW AS THEY APPLY TO EMPLOYMENT**