



Job Vacancy

Victims Advocate/Administrative Assistant Police Department

Job Description: Under occasional supervision, assists victims of crime in obtaining services, assistance and information related to their cases; exercises independent judgment in assessing victims' needs. Enforces all federal and state laws and City ordinances relating to public safety and welfare. Provides routine to complex administrative, secretarial, and clerical support for the activities and functions of the Police Department. Works under stressful, high-risk conditions. Commission status is subject to policies, training and procedures of the Lancaster Police Department.

ESSENTIAL JOB FUNCTIONS:

VICTIMS ASSISTANT ADVOCATE:

- Identifies and informs crime victims of their legal rights and ensures their rights are protected.
- Makes arrangements for an officer to provide on-scene crisis intervention.
- Makes arrangements for an officer to attend parole hearings and speak on behalf of victims for the continued incarceration of convicted prisoners.
- Provides emotional and moral support to victims of crimes.
- Refers victims to crisis counseling in cases of physical, social and/or psychological injuries or anxieties.
- Serves as a liaison between the victim, police officers, investigators, court personnel and community organizations.
- Advises victims of case status and progress; upon request, may intervene on behalf of victims with creditors, employers, etc.
- Makes arrangements for an officer to provide courtroom orientation to victims; and to accompany victims in court when support is requested.
- Provides transportation arrangements for court, medical and other appointments.
- Assists victims in filing applications to the Victim Compensation Fund through the Governor's Office Division of Victims' Assistance for the purpose of obtaining financial help with medical expenses, lost wages, counseling expenses, funeral expenses, etc.
- Provides follow-up services to victims of violent crimes and their families.
- Makes referrals of cases to the Victims Advocate for the Sixth Judicial Circuit as necessary; attends Circuit Court proceedings as requested.
- Establishes and maintains cooperative relationships with court personnel, youth services, community leaders and other resource agencies.
- Maintains and distributes victim resources list to appropriate authorities.
- Makes recommendations related to program objectives and grant requirements.
- Promotes awareness and support of the Victims' Assistance program throughout the community through public speaking engagements and media interviews as directed by the Department Head.
- Provides training to Police Department personnel and volunteers on laws pertaining to victims' rights and the various processes and methods of victim advocacy.
- Attends conferences, workshops and seminars related to victim advocacy.
- Prepares and submits various documents, including victim impact statements, correspondence, quarterly reports, special reports, various logs, records, etc.
- Remains abreast of all federal and state laws, and ordinances of the City of Lancaster.

- Operates various types of office equipment, machinery and tools in the performance of duties such as a computer and monitor, adding machine, recorder, radio equipment, audio-visual equipment, and facsimile machine, telephone.
- Develops and maintains extensive knowledge of the services provided by other governmental and private agencies; refers citizens to needed services; monitors involvement of other agencies to ensure needed services are provided.
- Facilitates the exchange of information between citizens and other officers, detectives, crime prevention personnel and outside agencies.
- Attends required training courses and seminars.

ADMINISTRATIVE ASSISTANT

- Types various documents such as letters, memorandums, reports, agendas, numerical tables, etc.; copies and files correspondence.
- Answers incoming calls, provides information, guidance, and assistance; routes calls to appropriate personnel, takes messages, etc.
- Performs various administrative duties such as preparing bi-weekly payroll, maintaining inventory of office supplies, initiating purchase orders, managing incoming invoices and receipts, and ensuring vendors have been properly paid.
- Performs general clerical tasks in support of overall police operations, which may include greeting the public, copying documents, processing incoming/outgoing mail, maintaining filing system, and sending e-mails.
- Attends departmental meetings as required.
- Performs related duties as directed when such duties are a logical and appropriate assignment to the position.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

An associate degree in criminal justice, psychology, social work, or education supplemented by five (5) years of law enforcement experience and/or experience in the human service field and two (2) years of secretarial experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Must possess a valid South Carolina Driver’s License.

CLASS 3 (LIMITED DUTY) POLICE OFFICER CERTIFICATION REQUIRED.

Candidates for basic certification (as Class 3 law enforcement officers with limited powers of arrest or special duties) shall successfully complete a training program as approved by the South Carolina Department of Public Safety in order to be certified as Class 3-SLE, pursuant to section 38-007 of the Regulations, promulgated by the South Carolina Department of Public Safety, Criminal Justice Academy.

Application for Position: Applicants interested in this job opportunity may apply online at www.lancastercitysc.com (employment tab) Position Open Until Filled. EOE.

Position May be Subject to the Following Background Checks: Credit Check, Criminal History, Driving History, Drug Test, Medical/Physical

Grade	Salary Range		
208	\$16.90 - \$21.12		