

CITY OF GAFFNEY



POLICE

VICTIM ADVOCATE – PART TIME (30 hours)

APPLICATION MUST BE SUBMITTED BY MAY 14, 2021.

General Information:

- Part Time, approx. 30 hours per week. Must be available after hours to go on scene if needed
- Limited benefits available including paid time off, paid holidays
- Provides victims with information about the Criminal Justice System, status of their case, and information for local service agencies and providers
- Assists victims in completing impact statements, applying for victims compensation, and preparing for court testimony
- Compiles victim case files, records, and dispositions for City Court or transfers to General Sessions Court
- Develops training programs to inform community and Police Department of victim assistance services available

Desired Qualifications:

- Associate Degree in sociology or similar curriculum and two years' experience working with crime victims, crisis intervention, or related human services or any equivalent combination of education and experience
- Proficient in Microsoft Office and ability to use various software
- Must possess a valid South Carolina driver's license

***If additional information is needed, please contact HR Director, Carrie Smith at csmith@cityofgaffney-sc.gov.

Applications can be obtained online @ <http://www.getintogaffney.com/employment-opportunities/> or at Gaffney City Hall, 2nd Floor. You may attach any additional certifications.

The application must be completed in full before being submitted by email, in person, or by mail.

Email: applications@cityofgaffney-sc.gov

In person: Gaffney City Hall, Second Floor, 201 N. Limestone Street, Gaffney, SC 29340

Mailing address: Gaffney City Hall Second Floor, P.O. Box 2109, Gaffney, SC 29342

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