

Sumter County Office of Human Resources



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Sumter County
Administration Building
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Sumter County is Presently Seeking a Victim's Advocate for the Solicitor's Office (Sumter County) Starting Salary DOQ

Examples of Work Performed: Under direct supervision of the Office Manager, maintains the Victim Assistance Department by meeting with and providing support to victims, witnesses, and family members throughout the criminal justice process. Handles correspondence for the Solicitor's Office with victims of crime and ensures victims' rights are protected. Promptly responds to telephone calls and correspondence, ensuring victims receive needed information. Assists victims with preparing to testify in Court. Assists victims in filling out Victim's Compensation Fund application forms. Completes and mails Victim Impact Statements. Makes timely advance contact with victims and family members in order to provide enough notice for them to appear in court or attend meetings. Maintains suspense files in order to keep track of pending and future victim contact. Provides educational materials concerning victims' rights, crisis counseling and intervention. Monitors cases and advises victims of their case status or progress. Intervenes in sensitive situations using tact, discretion, compassion and good judgment. Must maintain composure during court proceedings, trials, preliminary or bond hearings and meetings with attorneys or prosecutors. If victim cannot speak for him/herself, the Victim's Advocate is the "voice" of the victim. Maintains accurate and up-to-date case documentation, records and case notes. Performs computer data entry to record and retrieve client and case information. Receives, reviews and prepares various reports including memos, letters and other correspondence. Interacts and communicates with various groups and individuals. Operates a variety of office equipment. Attends various meetings and training sessions as required and keeps abreast of changing laws and procedures that may affect the victim services program. Performs a variety of other clerical and related duties as required.

Required Knowledge, Skills & Abilities: Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of the organization of the department and of related departments and agencies. Has knowledge of general court procedures. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is 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 and forms. Knows how to maintain effective relationships with personnel of other departments, professionals, and members of the public. Has good public relations skills. Is able to analyze clerical and administrative problems and prepare accurate, comprehensive, clear and concise reports and recommendations. Has good organizational, technical, and human relations skills. Has thorough knowledge of modern office practices, equipment, and technology. Is able to maintain records accurately and with confidentiality. Is capable of working under stressful conditions.

Minimum Requirements: Requires a high school diploma supplemented by one or two years of experience in clerical skills, or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities. Must have a valid state driver's license.

Benefits: One of the most important benefits offered to a Sumter County Employee is the opportunity to select the State Health Plan for insurance coverage. The plan offers complete freedom of choice in selecting a doctor or health care provider, the choice of treatment facilities, as well as where and how to purchase medication. Retirement benefits are offered for County Employees who are eligible and members of the South Carolina Retirement System (SCRS) or the Police Officers Retirement System (PORS). A complete listing of benefits offered will be given at the interview and again during the benefits orientation.

Qualified Candidates are to:

Visit our website at www.sumtercountysc.org for a pre-employment application

And

Fax cover letter, résumé and application to Kimberly R. Hooks at (803) 774-2827

Or

Email to khooks@sumtercountysc.org

Opening Date: June 11, 2021

Closing Date: Until Filled

**EEO/AA
DRUGS DON'T WORK**