



RIDGELAND POLICE DEPARTMENT

The High Point of the Low Country

Job Category: Victim Advocate

Position hours: Full-time 40 hrs. per week (M-F 8:30am- 5:00pm)

Job Duties:

- Assists victims in completing impact statements, applying for victim's compensation and preparing for court testimony.
- Compiles victim case files, records and dispositions for city courts or transfers to general sessions court.
- Maintain literature containing information that advises the community of victim assistance services that are available.
- Other miscellaneous tasks as assigned.
- Respond to the needs of victims of crime through support, advocacy services, and crisis intervention. Ensure that victims and witnesses' Bill of Rights are protected and that they receive professional services consistent with their importance and role in criminal cases.

Qualifications:

- Already have or obtain SCVA certification within allotted time frame
- Proficient in Microsoft Office with ability to use various software
- Must possess a valid South Carolina driver's license
- Must be 21 years of age
- Successfully pass pre-employment background and drug screens

Pay info: \$31,000-\$33,500 annually D.O.Q., paid employee insurance premium for State Health Plan, SCRS Retirement plan, paid Holidays.

How to apply: Send all job applications and resumes to Frank Mador, Operations Commander, P.O. Box 1719, Ridgeland, SC 29936 or email

to: fmador@ridgelandsc.gov **Job applications are found here:**

<https://www.ridgelandsc.gov/pdfs/Employment-Application.pdf>

Application Deadline: by close of business (5pm) on July 15, 2018

EOE Disclaimer: The Town of Ridgeland is an equal opportunity employer and does not discriminate on the basis of race, sex, age, national origin, religion, sexual orientation or gender. All terms and conditions of employment such as compensation, benefits, work assignment, availability or facilities and privileges of employment are administered on the same basis of equality.