



# Job Posting - Simpsonville Police Department

**Job title**

Victims Advocate

**City/Town of**

City of Simpsonville

**Category**

Police Department

**Position hours**

8:00 a.m. to 5 p.m. Monday through Friday

**Employee status**

Full-time

**Summary**

We are looking for a Victim Advocate to join the City of Simpsonville's Police Department! In this role, you will monitor the Municipal Court and other avenues to determine if cases of violence require assistance for crime victims.

**Examples of Duties**

- Identifies and assesses the needs of victims.
- Coordinates the assistance or service to victims of violence.
- Establishes liaison with other police agencies, governmental agencies and social service agencies.
- Personally assists victims by providing direct victim services.
- Advises victims of their rights and remedies.
- Prepares and timely submits required reports.
- Maintains a complete record system of victims.
- Performs other duties as assigned.

**Basic Qualifications**

- High School Diploma supplemented by a minimum of one year of experience in a job related field.
- Valid driver's license.
- Working knowledge of Microsoft Office or similar software.

**Preferred Qualifications**

Bilingual in Spanish is preferred

**How to apply**

Complete the Application for Employment at <https://www.simpsonville.com/jobs>

**Deadline**

12/12/2022

**EOE Disclaimer**

The City of Simpsonville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Main contact: Ashley Clark**

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