

Polk County Sheriff's Office Job Description

1108 Victim/Witness Advocate

August 25, 2005, Revised October 9, 2006

Position Concept:

The Victim/Witness Advocate I assists victims of crime and their family members. Advocates may respond to crime scenes, medical facilities or other locations as necessary. The member performs operations and documentation duties and tasks specific to the position.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Victim/Witness Advocate I may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Conduct In-Home Visits
- Transport Victim/Witness
- Act as Liaison with Other Agencies
- Provide Crisis Intervention
- Deliver Death Notification
- Compile Records and Statistics
- Document Information
- Compose Correspondence

Education, Professional Certification or License:

- High School or GED
- Valid Florida Driver's License

Professional Experience:

- Demonstrated proficiency of keyboarding 35 wpm with no more than 5 errors

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Works in inclement weather conditions
- Works varying hours utilizing a rotating call-out schedule

Required Skills and Knowledge:

Knowledge of:

- PCSO policy and procedures
- Geographical area
- Florida State Statutes
- Criminal Justice System
- Resources
- County and State agencies
- Victim/Witness Program
- Radio codes/signals/identifications

Ability to:

- Operate a motor vehicle
- Read and write English
- Operate a calculator
- Compose

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Skills:

- Telephone
- Basic English grammar
- Interpersonal
- Computer
- Research
- Keyboarding
- Organizational
- Basic mathematical
- Analytical
- Crisis intervention

Physical Requirements:

- Sit for long periods
- Stand for long periods
- See at normal range or with accommodations
- Hear at normal level or with accommodations
- Speak English understandably
- Manual dexterity
- Ambulate independently
- Bend/Squat
- Walk
- Lift 25 lbs.
- Stoop

For additional information on this position refer to the Job Task Analysis.