

Augusta-Richmond County

Job Description

Approved Title: Victim/Witness Advocate Job Code: 72WZ FLSA Classification: Non-Exempt
 Working Job Title: Victims' Advocate Pay Grade: 13 Date Revised: March 27, 2023
 Department: Solicitor General's Office – Victims Assistance Program Original Date Prepared: May 5, 2017
 Reports to: Solicitor General
 Does the Position Have Direct Reports? Yes No
 If Yes, What is the Title of the Position that Reports to this Position: _____
 Is this Position Safety Sensitive? Yes No

GENERAL SUMMARY: Provides direct services and information to victims of misdemeanor crimes within the guidelines of the Criminal Coordinating Council, local government and departmental policies. Reports to the Solicitor General or other designated person and works with governmental and victim-related agencies, crime victims and the public to provide administrative support.

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

Percentages	Describe the duties and responsibilities of the position in the spaces provided below and assign percentage of time spent on each area on the left column space.
50%	Attends court sessions and assists in providing crime victims with information regarding victims' rights pursuant to the Crime Bill Act of 1995. Will be interviewing victims. Will assist victims with victim compensation forms.
20%	Assists in notification procedures for victims regarding the criminal justice process and makes follow-up contact. Assists Prosecuting Attorneys by gathering information from the victims throughout the court process.
10%	Works as a liaison between victims, social services, and government agencies. Responds to requests for information from officials, other staff members, and the public or other individuals.
20%	Assists with grant/funding proposals and statistical reports to meet grant requirements. Assists in documenting date of victim contacts/notices, recording court dispositions and maintaining data for monthly and yearly reports. Performs other duties of a similar nature or level in the office. Will be helping or assisting other subordinate personnel in the office.
As Required	Performs other duties of a similar nature and level as assigned.

100% Total: 100

This section's percentage must total 100%.

REQUIRED MINIMUM QUALIFICATIONS:

Education: BS/BA Degree in Psychology or Social Work

Experience: Five (5) years' experience with victims or responsibilities with victims.

Knowledge/Skills/Abilities:

- Considerable knowledge of Georgia Laws pertaining to misdemeanors and victims' advocacy.
- Familiarity with County and departmental rules/regulations and the criminal justice system.
- Proficiency in implementing program activities, interpersonal relations public speaking and time management.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- Considerable knowledge of modern office procedures.

Certification: N/A

OTHER:

Does this position require staff call up in an emergency? Yes No

Is travel from office to other locations required of this position? Yes No

If yes, what is the percentage of travel involved? Less than 50%? Yes (Training) No More than 50%? Yes No

PERFORMANCE APTITUDES

- **Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- **Human Interaction:** Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.
- **Equipment:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- **Verbal:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- **Math:** Requires the ability to perform basic mathematical calculations.
- **Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- **Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.
- **Physical Abilities:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve maneuvering objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.
- **Sensory Requirements:** Some tasks require the ability to communicate orally.
- **Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

FINANCIAL RESPONSIBILITY:

Is this position involved in a budgetary or financial approval responsibility? Yes No
If yes, please indicate size of budget or financial approval responsibility in annual dollar amount: \$ _____

TRAINING & SUPERVISORY RESPONSIBILITY:

How many people are being supervised or trained? None
One staff Yes No Two to five staff Yes No Six to ten staff Yes No More than ten staff Yes No

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

REVIEW/APPROVALS

Employee Name (Please Print)

Employee Signature

Date

Line or Staff Management

Date

Department Director

Date

Compensation Administration Staff

Date

Human Resources Director

Date

2024 Budget - Salary Reconciliation

Department Name: Solicitor's Office
 Department Org Key #: 220022515
 Payroll #: 4314

Positions	Salary	Fica	Medicare	Hosp	Life	77 Pen	98 Pen	GMEBS	L.T Disability	Auto	Total
Open Position	33,684.00	2,088.41	488.42	8,600.00	180.00	0.00	0.00	2,559.98	79.16	0.00	47,679.97
Totals (51.11110)	33,684.00	2,088.41	488.42	8,600.00	180.00	0.00	0.00	2,559.98	79.16	0.00	47,679.97

Open Positions	Number of Positions	Pay Grade	Grade Minimum	Total
Victim Witness Advocate	1	13	33,684.00	33,684.00
			0.00	0.00
				33,684.00

2023
Benefits
For Vacant Position

Health/Dental Insurance	8,600
Life Insurance	180
Fica	6.20%
Medicare	1.45%
Long-Term Disability	0.235 per \$100
GMEBS Pension	7.60%

2021 Benefits Rates - Effective January 1, 2021									
Compliant Wellness Rates					Non-Compliant Wellness Rates				
Semi-Monthly					Semi-Monthly				
Plan I - HMO		Employee	Employer	Monthly	Plan I - HMO		Employee	Employer	Monthly
EEO		51.41	183.77	470.36	EEO		61.94	173.24	470.36
EE + 1		102.83	367.52	940.71	EE + 1		123.89	346.46	940.71
EE + FAMILY		154.25	551.28	1,411.06	EE + FAMILY		185.83	519.70	1411.06
Plan II - POS		Employee	Employer	Monthly	Plan II - POS		Employee	Employer	Monthly
EEO		57.04	177.87	469.83	EEO		68.77	166.14	469.83
EE + 1		114.16	355.66	939.64	EE + 1		137.53	332.29	939.64
EE + FAMILY		171.22	533.51	1,409.47	EE + FAMILY		206.29	498.44	1409.47
PPO		Employee	Employer	Monthly	PPO		Employee	Employer	Monthly
EEO		64.45	210.40	549.70	EEO		77.65	197.20	549.70
EE + 1		128.90	420.79	1,099.38	EE + 1		155.30	394.39	1,099.38
EE + FAMILY		193.36	631.18	1,649.08	EE + FAMILY		232.95	591.59	1,649.08
Dental		Employee	Employer	Monthly					
EEO		1.84	6.92	17.52					
EE + 1		3.73	14.03	35.52					
EE + FAMILY		5.59	21.05	53.28					
Vision		Low Plan	High Plan						
EEO		3.07	4.55						
EE + 1		6.15	9.12						
EE + Family		8.45	12.53						

Salary Structure Effective 2018

GR	MIN	MID	MAX
1	\$19,433	\$22,672	\$27,207
2	\$20,000	\$24,292	\$29,150
3	\$20,729	\$25,911	\$31,093
4	\$22,024	\$27,531	\$33,037
5	\$23,320	\$29,150	\$34,980
6	\$24,615	\$30,769	\$36,923
7	\$25,911	\$32,389	\$38,866
8	\$27,206	\$34,008	\$40,810
9	\$28,502	\$35,628	\$42,753
10	\$29,798	\$37,247	\$44,696
11	\$31,093	\$38,866	\$46,640
12	\$32,389	\$40,486	\$48,583
13	\$33,684	\$42,105	\$50,526
14	\$34,980	\$43,725	\$52,469
15	\$36,275	\$45,344	\$54,413
16	\$37,571	\$46,963	\$56,356
17	\$38,866	\$48,583	\$58,299
18	\$40,162	\$50,202	\$60,243
19	\$45,738	\$52,599	\$68,607
20	\$48,554	\$55,838	\$72,832
21	\$51,371	\$59,076	\$77,056
22	\$54,187	\$62,315	\$81,281
23	\$57,003	\$65,554	\$85,505
24	\$59,820	\$68,793	\$89,730
25	\$62,636	\$72,032	\$93,954
26	\$65,453	\$75,270	\$98,179
27	\$68,269	\$78,509	\$102,403
28	\$75,789	\$83,367	\$113,683
29	\$81,677	\$89,845	\$122,516
30	\$87,566	\$96,323	\$131,349
31	\$93,455	\$102,800	\$140,182
32	\$102,288	\$112,517	\$153,432
33	\$111,121	\$122,233	\$166,681
34	\$117,010	\$128,711	\$175,514

