



WALTON COUNTY BOARD OF COMMISSIONERS

Human Resources

303 S. Hammond Drive, Suite 331 - Monroe, GA 30655
Office: 770-267-1329 ~ Fax: 770-267-1415 ~ Email: hr.resume@co.walton.ga.us
Monday – Friday 8:00 a.m. – 5:00 p.m.

JOB OPPORTUNITY Internal and External Notification

WALTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

POSITION TITLE: Victim Witness Assistant FY 15-49

DEPARTMENT: District Attorney's Office

ENTRY SALARY: \$14.77 – per hour, plus benefits

PAY GRADE: 13

REQUIREMENTS: Assist in coordinating the activities of the Victim Assistance Program for the County under the Victims' Bill of Rights. Investigates domestic violence, auto accidents, abandonment, and related cases. Contacts victims and guides them through the program process ensuring they understand their rights and responsibilities. Provides information and assistance to victims of crimes by informing victims of available programs and services, referring victims to other agencies to meet their needs, providing court notification, accompanying victims to court, assisting in obtaining temporary protective orders and victim compensation, and providing overall guidance as an advocate to the victim. **RÉSUMÉS SUBMITTED WITHOUT AN APPLICATION WILL NOT BE CONSIDERED.**

MINIMUM QUALIFICATIONS: Requires a high school diploma or GED with vocational or technical school training in general criminal justice, business studies, office management or related field and a minimum of one to two years of experience in office administration, records maintenance, and general clerical activities with some experience in victim assistance or victim advocate activities; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

DEADLINE FOR APPLICATIONS: 5:00 PM – February 16, 2015

REPLY TO: Walton County Human Resources – 303 S. Hammond Drive, Suite 331 - Monroe, GA 30655

POSTED: 02/02/2015