HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Victim Specialist

Job Code: W2757
Pay Grade: WL
Pay Scale: $24.95-$38.18 Hourly; $51,896.00-$79,414.40 Annually
Exempt: No

OVERVIEW

Assist victims of crimes by providing information about their legal rights, available community resources, and referrals to assistance organizations. Act as a liaison between law enforcement and the victims to best identify needs and share communication.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Provide victim advocacy services to victims of crimes.
- Provide advocacy services to surviving family members of suicide, homicide, and attempts.
- Provide information to victims and survivors about their legal rights, next steps in the criminal justice system, and available resources and services.
- Advocate for the rights of the victim to all appropriate agencies and organizations.
- Work on a rotating call capacity and respond to crime scenes or other locations as needed.
- Work closely with law enforcement detectives and deputies to provide case updates to victims as needed.
- Develop materials to distribute to victims for referral and assistance services.
- Establish partnerships with organizations in the region that provide or facilitate victims' services and coordinate referrals with relevant assistance organizations.
- Work closely with the State Attorney's Office to ensure a seamless transition of Sheriff's Office cases.
- Assist with compiling records for case management.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of principles and processes of emotional and mental support.
- Working knowledge of social service referral systems.
- Working knowledge of Sheriff's Office policies, procedures, and services offered to the community.
- Ability to complete and maintain the State of Florida Office of the Attorney General Florida Crime Prevention Training Institute's Victim Services Practitioner Designation.
- Ability to maintain reports, correspondence, and other case information.
- Ability to interact with both internal and external personnel in a manner that helps create a culture of privacy and non-judgement.
- Ability to be accurate, detail-oriented, and organized.
- Ability to influence others through explanation of facts, policies, and practices.
- Ability to think and respond quickly in crises.
- Ability to work within the constraints of both Sheriff's Office guidelines and short timelines.
- Ability to work independently with general supervision.
- Ability to work in a high-stress environment.

SKILLS

- Emotional Intelligence
- Active Listening
- Resource Coordination
- Compassionate Listening
- Empathy
- Case Management
- Victim Advocacy
- Crisis Management
- Flexibility (Inactive)
- Communication

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency, courthouse/court complex, and/or detention facility.
- May have occasional exposure to explicit or disturbing behavior.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- May work non-standard hours including nights, weekends, and holidays.
- Participate in an on-call status, available 24 hours a day for Sheriff's Office legal consultation.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Possession of a valid State of Florida Office of the Attorney General Florida Crime Prevention Training Institute Victim Services Practitioner Designation.
- Four years of practical experience in counseling, social work/human services, criminal justice, domestic violence, crisis intervention, or a field that has worked with victims of crime.

OR

- An associate's degree from an accredited institution of higher education with a major in counseling, psychology, human services, social work, criminal justice, or a related field.
- Possession of a valid State of Florida Office of the Attorney General Florida Crime Prevention Training Institute Victim Services Practitioner Designation.
- Three years of practical experience in counseling, social work/human services, criminal justice, domestic violence, crisis intervention, or a field that has worked with victims of crime.

OR

- A bachelor's degree from an accredited institution of higher education in counseling, psychology, social work, criminal justice, or a related field.
- Possession of a valid State of Florida Office of the Attorney General Florida Crime Prevention Training Institute Victim Services Practitioner Designation.
- Two years of practical experience in counseling, social work/human services, criminal justice, domestic violence, crisis intervention, or a field that has worked with victims of crime.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff’s Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- Victim advocacy assistance experience.
- Proficiency with Microsoft Office Suite software to include Word, Excel, and PowerPoint.