

Sheriff
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Gaston County



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August 16, 2017

The Gaston County Sheriff's Office is hiring for the position of Domestic Violence Court Advocate:

This is specialized public contact work involving educating and assisting victims of domestic violence in the processes and procedures of the judicial system.

An employee in this position will be required to: Work hours of Monday thru Friday 8 am to 5 pm with occasional extra hours required in the evening for clinics/workshops. Also occasional weekend hours to attend Special Events and Town festivals for the purpose of promoting Domestic Violence Education and Victim Resources.

Employees are required to assist victims of Domestic Violence with acquiring Domestic Violence Protection Orders, and Criminal Warrants against Offenders when applicable. This includes escorting and accompanying victims to court dates and hearings, as well as educating victims on all available resources.

Any person hired for this position will be required to attend training and seminars to become familiar with Domestic Violence Resources and skills related to Victim Assistance and Advocacy, this training may be local or require out of town travel.

Knowledge, Abilities & Skills required:

Minimum of 2 year Associates Degree in a Human Services Field or comparable Job Experience in a related field.

Knowledge of court and legal proceedings is not necessary but applicants will be required to become acquainted with such as to have a good working knowledge and be able to work independently and effectively with court personnel and staff.

Knowledge of Microsoft Office systems particularly Excel, Word, Outlook and PowerPoint which will be necessary on a daily basis.

Due to the nature of the work required, interpersonal skills and good communication skills are a MUST, as well as the ability to be empathetic to victims needs without becoming attached or emotionally involved.

Starting salary for this position is \$34,946 per year with Gaston County Employee Benefits Package, all interested parties should submit a job interest form or resume by Tuesday September 5th at 5:00 pm