

**CITY HALL**

400 Ella Street | Beatrice, NE 68310

Phone: 402.228.5200 Fax: 402.228.2312

SERVICE CENTER

500 North Commerce Street | Beatrice, NE 68310

Phone: 402.228.5211 Fax: 402.223.5181

ASSISTANT VICTIM ADVOCATE**GENERAL DUTIES**

Under the direction of the Gage County Victim Assistance Coordinator, responsibilities include providing a wide variety of direct services to victims of crime in Gage County. Some services provided may include: offering emotional support, crisis counseling, explain victim's rights, assist with applications for domestic abuse and harassment protection orders, notifying victims of crime of court proceedings and offender release information, referring victims to supporting agencies, and follow up contact with victims.

SKILLS REQUIRED

- Empathetic with crime victims.
- Ability to work in a hectic environment.
- Excellent communication skills.
- Must keep confidential information confidential.
- Computer skills with experience in Microsoft Word and Excel preferred.
- Data Entry.

QUALIFICATIONS

- High school diploma or equivalent.
- Must be at least eighteen (18) years of age.
- Must possess a valid driver's license and maintain an insurable driving record.
- Bachelors Degree in criminal justice or human services field, or two (2) or more years experience in a related professional field.

COMPENSATION

Starting hourly rate for this position is \$14.42, plus benefits. This position is for 40 hours per week and will include some evening and weekend hours.

The City of Beatrice offers the following benefits to its employees:

- Employer paid health insurance.
- Dental and eye care insurance.
- Vacation, personal, and medical leave.
- Retirement plan and deferred compensation plans.
- Life insurance and long term disability.
- Flex pay health reimbursement account.

APPLICATION PROCESS

Applications are available in the City Clerk's Office or online. Send application to the following address:

City Clerk
400 Ella Street
Beatrice, NE 68310

Applications must be received by 5:00 p.m. on October 19, 2016.