



GEORGIA PUBLIC DEFENDER COUNCIL

Working Job Title: Advocate III
Job Title: Attorney 3
Job Code: SSP082
Grade: I

Salary Minimum: \$34,973.63
Salary Midpoint: \$46,213.74
Salary Maximum: \$57,453.85

Description of Duties: Under broad supervision, provides assistance to victims in the alleviation of financial, emotional, and physical consequences of victimization. Provides information and referral services and assistance with outreach and public awareness activities. May serve as lead worker.

Essential Duties and Responsibilities:

- Performs job responsibilities with minimal supervision.
- Serves as job expert or organization resource in assigned areas.
- Apprises victims of their rights and provides short-term counseling.
- Elicits sensitive information and maintains confidentiality.
- Enters information into database.
- Maintains confidentiality of records.
- Maintains a calendar of victim related issues.
- May supervise support and/or lower levels employees.
- Meets regularly with the legal parties to discuss issues, solve problems, and make recommendation.
- Provides advocacy support.
- Provides information concerning the criminal justice system regarding hearing dates, case status and appearance schedule.
- Serves at the pleasure of the Executive Director.

THIS IS AN UNCLASSIFIED POSITION.

THE SELECTED APPLICANT FOR THE POSITION WILL BE SUBJECT TO A REFERENCE CHECK.

PLEASE INCLUDE ALL RELEVANT JOB INFORMATION ON THE APPLICATION FOR CONSIDERATION.

The selected candidate must meet the advertised minimum qualifications and any other qualifications specific to the job responsibilities.

GPDC HR: 01/2023

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ENTRY/AGENCY QUALIFICATIONS:

- Bachelor's degree in a related field from an accredited college or university AND one year of experience in a related area or Two years of experience at the lower level Advocate 2 (SSP081) or position equivalent. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER