



Victims Advocate and Administrative Assistant

- Identifies the needs of victims that request service of the Allendale Police Department, ensures their immediate safety, assists them through the court system. Provides parole and probation boards with copies of a victim impact statement, corresponds with parole board on behalf of the victim and to request hearings.
- Assists in planning and executing interagency meetings with other victim advocates and assistance groups to discuss victim's rights, needs and services available in order that the victim may be wholly serviced. Advise victims of violent crimes and grand jury dates, progress of case...etc. Maintains contact with the victim and/or family members throughout the court process. Counsel victim(s), provide support, refer victims to crisis counseling in cases of physical, social, and/or psychological injuries or anxieties.
- Performs a wide variety of administrative duties for Town of Allendale's water and sewer utilities in order to support an efficient utility operation and billing process; maintains records and processes billing for the Town's water and sewer utilities as well as for other sources of town revenue; receives and maintains records of utility and other revenue payments; performs account collection activities; and processes open and closed request for service forms.
- Provides reception and customer services at the municipal center; communicates with costumers and professionals by telephone, fax machine, email, written correspondence and walk-in inquiry; produces letters, memoranda, reports, tabulations and other materials as requested; and organizes correspondence, checks, vouchers and other materials electronically, numerically, alphabetically, or by other prescribed method.
- Processes and issues business licenses and other town permits while collecting any applicable fees; assists in the maintenance of records and files; and assists with other town administrative tasks as requested; provides general administrative support to the public works director and the water and sewer superintendent.
- Inputs and organizes work orders; schedules meetings and appointments; composes and types correspondence; establishes and maintains files; creates log sheets and forms; researches and compiles data for reports; manages public and confidential reports, records and other documents as required for the public works and utilities department
- Processes works orders for water and sewer related issues; and maintains backflow records, hydrant usage permits, new meter change outs, and various log sheets

Qualifications:



- Requires vocational school training in secretarial science or related field and one to two years of experience in state or local government, or related field, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.
- Must possess considerable knowledge of human services delivery systems; must be proficient with office software including word processing and basic database management; and must have excellent communication and organizational skills.
- Must possess a valid SC driver's license.
- High school diploma or GED required; general competency with computers and specific proficiency with Microsoft Office; proficiency with office machines such as scanners, computers, copiers and fax machines; and proficiency in communication with government employees and the general public
- Ability to maintain a professional, pleasant and courteous appearance and demeanor while working in a fast-paced environment that may sometimes be stressful; ability to work in an office setting, which may require sitting for long periods of time; some walking and standing will also be required; this position may involve exerting up to 10 pounds of force on a recurring basis; and routine keyboard operations.
- Basic mathematical and bookkeeping skills required.

Pay info: Dependent on qualifications

How to apply: Applications and a full job description can be found at 1296 Main Street South, Allendale, SC 29810 and on townofallendale.sc.gov.

Submit a job application to: hofman.daniel.921@gmail.com or mail to Human Resources, Town of Allendale, and PO Box 551, Allendale, SC 29810.