

Victoria Leathers

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Clermont, Ga 30527
(678) 580-9972
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EXPERIENCE

Georgia Department of Community Supervision, Clarkesville, Ga— *Community Supervision Officer Aide*

July 2024 - PRESENT

Working in a fast paced court environment writing and serving sentences. Data entry to include sentences in Probation Management system and OBTS. GCIC/ CCH proficiency. Answering Judge's questions about supervisees and our programs offered. Aiding ADA and PD with probation based questions and matters. Advise Judges, ADA, and PD on DCS policies and procedures as needed. Managing a large caseload of Contact, Unsupervised and Administrative supervisees. Complete pre sentence investigations. Conduct video interactions with supervisees. Conduct on intakes on new sentences and transfer in cases. Collect DNA samples and transport them to the local GBI office. Assist with drug screens.

Georgia Department of Community Supervision, Gainesville, Ga— *Court Specialist*

March 2022 - June 2024

Working in a fast paced court environment serving sentences. Data entry to include sentences in portal and OBTS. GCIC/ CCH proficiency. Answering Judge's questions about supervisees and our programs offered. Aiding ADA and PD with probation based questions and matters. Advise Judges, ADA, and PD on DCS policies and procedures as needed.

Hall Co Sheriff's Office, Gainesville, Ga—Records / SORT Clerk

December 2017 - March 2024

Answering phone calls and emails. Running criminal histories and entering items on GCIC. UCR/ NIBRS and report correcting. Managing sex offender registry paperwork and entry. Data entry to include entering citations and reports, as well as scanning them into the system as needed.

Hall Co Fire & Rescue Services, Gainesville, Ga— *Supply Clerk*

April 2017 - December 2017

Delivering supplies to fire stations. Entering gear and equipment into a management program. Organizing medications and equipment with first in first out rotation.

SKILLS

Multi-tasking with great time management.

Over 15 years of customer service experience.

GCIC certified for 8 years.

Microsoft Office and Google suite proficient.

Experience with our internal and external stakeholders

State Farm Insurance, Johns Creek, Ga— Sales Representative

October 2016 - January 2017

Producing sales based off of leads. Taking payments over the phone. Answering phones and emails and directing customers to the correct department if outside of my office.

Hall Co School System, Gainesville, Ga — Nutrition Assistant

August 2014 - October 2015

Cooking and serving food. Cashiering and preparing daily deposits. Cleaning and stocking..

EDUCATION

Gardner-Webb University, Boiling Springs, Nc — Bachelors of Science Criminal Justice & Bachelors of Science Human Services

August 2020 - Present

Lanier Technical College, Gainesville, Ga— Associates of Science Criminal Justice

January 2018 - June 2019

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REFERENCES

Professional

Britny Rider 678-936-5844

Alaina Twombly 470-723-3398

Mitch Salain 770-540-0096

Mark Mason 678-617-5712

Personal

Steven Spurgeon 678-618-6120

Brooke Bergen 609-579-0030

Kylee Johnson 678-886-6527