

CHRISTINA MITCHELL
38TH JUDICIAL DISTRICT ATTORNEY



JOB POSTING

VICTIMS' ASSISTANCE COORDINATOR JOB POSITION

POSITION: CRIME VICTIMS' ASSISTANCE COORDINATOR AND LIASON

SALARY: \$44,000.00 plus benefits through Uvalde County

POSITION AND OBJECTIVES:

The Crime Victims' Assistance Coordinator ("VAC") provides support and professional assistance to the victims of felony crimes and to their respective immediate families. The VAC educates victims regarding their rights and responsibilities within the legal process as well as the availability of community resources. The VAC will collaborate with law enforcement and state agencies. This is a state grant funded position under the supervision of the 38th Judicial District Attorney's Office. At all times, strict confidentiality and professionalism is mandated.

QUALIFICATONS AND REQUIRED ABILITIES AND SKILLS:

1. Minimum of a high school diploma or equivalent.
2. Bachelor's degree preferred.
3. Willingness to understand the criminal and civil justice system.
4. Efficient in Microsoft Word, Excel, Outlook, PowerPoint, and Google Docs.
5. Spoken and written fluency in Spanish preferred.
6. Prior experience in working with Office of the Attorney General Crime Victims' application and grant reports, preferred.
7. Must have a valid Texas driver's license with no moving violations for the last two (2) years.
8. Strong organizational, interpersonal, and written skills.
9. Ability to communicate orally and in written communication.
10. Ability to multi-task and manage several different projects at once.
11. Ability to work independently and with minimal supervision.
12. Must maintain an effective and professional working relationship with intra-office personnel, the public, other state and federal agencies and community leaders.
13. Ability to relate to victims in a sympathetic manner.
14. Ability to manage emergency and crisis situations.
15. Ability to separate the emotions of the victim from the performance of the job.
16. Ability to complete grant reports and assist victims with crime victims' compensation applications in a timely manner.

Send resume and at least 2 letters of recommendation to Dominique Garza, Office Manager, at dominique.garza@38thda.org.