

WICHITA COUNTY

Job Announcement



Job Posting Number: 2020-011

POSITION: Victim Assistance Coordinator

LOCATION: Criminal District Attorney's Office
Wichita County Courthouse

SUPERVISOR: Criminal District Attorney/Executive Prosecutor

HOURS: 40 hours/week, Monday – Friday
Between 8:00 a.m. – 5:00 p.m.

SALARY: \$19.23 hourly, 40 hours/week (Plus County Benefits)

POSTING DATE: June 16, 2020

CLOSING DATE: Open Until Filled

► **GENERAL DESCRIPTION:**

The Victim Assistance Coordinator has a duty to ensure that a victim, guardian of a victim, or close relative of a deceased victim is afforded his/her statutory rights. Some of these victim rights include receiving information and assistance when applying for crime victims' compensation or restitution, being informed and notified of court proceedings, bail procedures, and parole procedures, and assistance with victim impact statements.

► **ESSENTIAL DUTIES:**

- Making initial contact with victims when charges have been filed with the District Attorney's Office, as well as follow up visits with victims (by phone or in person)
- Serving as liaison between victims, the District Attorney's Office, and the courts
- Providing case updates and court dates to the victim
- Answering questions about the legal process and courtroom procedures
- Assisting victims when applying for crime victims' compensation, including assistance with Texas SAVNS (Statewide Automated Victim Notification System)
- Assisting victims with restitution requests and, when restitution has already been paid to or on behalf of the victim, assist the OAG with ensuring that restitution is ordered in the appropriate amount and paid back to crime victims' compensation fund
- Assisting victims with victim impact statements and panels
- Accompanying victims to law enforcement offices, courts, and prosecutors' offices, and also on hospital visits, when necessary

- Providing information to victims and connecting them to local social service agencies that provide treatment for the mental, emotional, and physical needs of the victim
- Making lodging and transportation arrangements for the victim, when appropriate
- Preparing statistical and quarterly reports to comply with grant reporting requirements
- Performing other job-related duties as assigned.

► **MINIMUM REQUIREMENTS:**

- Bachelors or Associate degree in Social Work, Criminal Justice, Psychology, Sociology or a related science field; or alternatively significant work experience in similar field.
- Must be at least 18 years of age.
- Must be a high school graduate or equivalent (GED).
- Must possess and demonstrate the ability to work independently on tasks and to keep well-organized records.
- Must be able to conduct self in a professional and courteous manner and effectively develop and maintain good working relationships with co-workers, supervisors, and members of the public, including victims and their families.
- Must possess excellent customer service skills, including a professional telephone etiquette, and an equal ability to handle inquiries by telephone and in person in a courteous and professional manner.
- Must be able communicate effectively with others, both verbally and in writing.
- Must attend professional development training.
- Must make presentations to the community and perform public outreach services.
- Must be able to maintain effective working relationships with victims, the general public and co-workers.
- Must be computer literate and have a working knowledge of applicable software programs.
- Must be able to maintain strict office privacy and confidentiality.
- Must be able to handle stressful situations in a professional manner.
- Must pass a pre-employment physical exam and drug test paid by Wichita County.
- Must be able to pass a thorough background investigation conducted by Wichita County.
- Bilingual (Spanish and English) preferred but not required.

► **CONDITIONS OF EMPLOYMENT:**

- Regular attendance and punctuality are mandatory.
- Must be dependable and of good moral character.
- Must be able to occasionally lift and move loads weighing up to fifty (50) pounds.
- The Criminal District Attorney's Office is a non-smoking environment.

► **APPLY TO:**

To be considered for employment, please complete the Employment Application found on the Wichita County Human Resources website at http://www.co.wichita.tx.us/Human_Resources/. Please submit your completed Wichita County Employment Application, cover letter and resume to:

**Office of the Criminal District Attorney
Wichita County, Texas
ATTN: LaDonna Bedford
900 7th Street, Suite 352**

Wichita Falls, Texas 76301
Or email to: ladonna.bedford@co.wichita.tx.us

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADAAA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADAAA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD (800) 735-2989, VOICE (800) 735-2988. For candidates requesting Braille, Mobility requests, etc., please call (940) 766-8108. HR/ADAAA Compliance Office, Wichita County Courthouse, 900 7th Street, Room 132, Wichita Falls, Texas 76301.