

WOOD COUNTY
New Job Posting

Position: **Victim Assistance Coordinator**
Opening Date: November 16, 2020
Closing Date: November 30, 2020

The Wood County Criminal District Attorney's Office has an opening for a Victim Assistance Coordinator.

Our office is located in Quitman, Texas, and is presently staffed by the elected Criminal District Attorney and four assistants. The salary for the position is dependent upon experience with normal County benefits. Usual work hours are 8:00 to 5:00, Monday through Friday. Applicants must have no Criminal History.

PRIMARY DUTIES:

Prefer Bachelor's degree, but will consider work experience in victims' assistance or legal field. Must be outgoing and compassionate with crime victims and be able to relate to and be comfortable with child and adult victims. Bilingual and previous counseling experience a plus. Candidate will be responsible for meeting with victims of crime, law enforcement officers, prosecutors, court staff and victim advocacy organizations regarding crime victim rights, as well as, promoting community awareness, coordinating and presenting educational training, recruiting and supervising volunteers. Candidate will also be responsible for assisting with protective orders and other legal documents necessary for representation and protection of crime victims. This position is funded by a Criminal Justice Division grant through the Office of the Governor and requires compliance with reporting of services.

PHYSICAL DEMANDS: Prolonged sitting, some light lifting. Vision (ability to read case reports and normal printed material), understandable coherent speech, and normal hearing.

Interested candidates must submit a Wood County Job Application to Wood County Human Resources. Application forms are available at www.mywoodcounty.com/page/jobs or from the Human Resources Department.

Mailing address: P. O. Box 1733, Quitman, TX 75783;

Physical address: Wood County Courthouse, 1 Main Street, Room 212, Quitman, Texas. Telephone: 903-763-4639; fax: 903-763-4327.

Not every applicant will be interviewed.

Passing a pre-employment urinalysis drug screen is required.

This is a grant position. Continued employment is contingent upon the renewal of grant funding.