

## LYNN COUNTY JOB POSITING

### JOB TITLE- Part time Victim Assistance Coordinator

The Lynn County Attorney's Office is seeking a part time Victim Assistance Coordinator (VAC). The VAC serves as the main point of contact between the office and victims of misdemeanor crimes and will provide information and assistance to help guide victims through the criminal justice process. Must be available evenings and weekends. This position is funded and dependent upon a grant.

### ESSENTIAL RESPONSIBILITIES:

- Provide information to victims about the court process and ensure they are apprised of their Victim's Rights.
- Provide victims with updates regarding relevant court proceedings.
- Coordinate and attend meetings as needed between victims and prosecutors and law enforcement.
- Assist victims with preparing victim impact statements for court.
- Provide assistance and guidance to victims before and during the court proceedings.
- Refer victims to appropriate social service agencies.
- Assist victims with the Crime Victim Compensation process.
- Assist victims in establishing restitution amounts.
- Notify victims of case dispositions.
- Acts as liaison for office with other agencies involved in serving victims.
- Ability to learn and apply key legal provisions regarding victims' rights legislation, policies, and procedures.
- Thorough knowledge of the purposes, principles, terminology, and practices employed in courtroom proceedings and the judicial process.
- Knowledge of and ability to draft memorandums after learning additional information about the victims and their cases as such is vital to both the State and the defense.
- Must have the skills to multitask daily.
- Must be able to work cooperatively.

### REQUIREMENTS EDUCATION AND WORK HISTORY:

- Bachelor's degree preferred but not required.
- Bilingual in Spanish preferred but not required.
- Prior experience working with victims and/or victim services preferred.
- Must have valid driver's license issued by the State of Texas.
- Must be proficient in Microsoft Word, Excel, Outlook, and PowerPoint.

Applications can be picked up at the Lynn County Courthouse or on the website at <https://www.co.lynn.tx.us/> Applications may be picked up in the County Judge's office in the Lynn County Courthouse, at 1501 S 1st Street and should be submitted back to same office, or mailed to Box 636, Tahoka, TX 79373.

Lynn County is an equal opportunity employer.