



Board Certified Criminal Law



**CHRISTINA MITCHELL
38TH JUDICIAL DISTRICT ATTORNEY
UVALDE AND REAL COUNTIES**

VICTIMS' ASSISTANCE COORDINATOR JOB POSITION

**POSITION: CRIME VICTIMS' ASSISTANCE COORDINATOR AND LIASON
SALARY: \$35,000.00 plus benefits**

POSITION AND OBJECTIVES:

The Crime Victims' Assistance Coordinator 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 grant funded position under the supervision of the 38th Judicial District Attorney's Office. At all times, strict confidentiality and professionalism is mandated.

QUALIFICATIONS 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 handle 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 handle emergency and crisis situations.
15. Ability to complete grant reports
16. Ability to assist victims with crime victims' compensation applications.