



# ANDERSON COUNTY

## JOB DESCRIPTION

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**Job Title: Part Time Victims Assistance Coordinator**

**FLSA Code:**

**Reports To: District Attorney**

**Position #:**

**Department: District Attorney's Office**

**Status: Non-Exempt**

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### **Summary of Position**

Provides assistance to victims of crime in confronting the vast array of personal, social, emotional, legal and economic problems they encounter. This is done by providing: information, emotional support, legal counseling, appropriate referrals and help in recovering out of pocket expenses due to victimization.

### **Essential Duties:**

- Works closely with the District Attorney, the assistant district attorneys and investigators to assure the victim's rights and views are taken into consideration in all decisions. – 8 hrs/week
- Assures that the victims are involved in the prosecution efforts of the DA's office. – 6 hrs/week
- Assists the victims in completing a Victims Impact Statement and assures the statement is considered when prosecuting the case. – 3 hrs/week
- Provides current information to victims about relevant court proceedings. – 4 hrs/week
- Counsels with the victim and family concerning the procedures in the criminal justice system. – 3 hrs/week
- Assists victims in signing up for the Crime Victims Compensation Program. – 2 hrs/week
- Accompanies victims to all court proceedings related to the offense. – 3 hrs/week

### **Education and/or Experience:**

- Graduation from accredited high school, G.E.D. equivalent
- Prefer six months experience employed in a job utilizing clerical skills.
- Competent in personal computer operations, reading and phone operating skills.

- Possesses good oral and written communication skills
- Ability to be a self-starter and work with minimum supervision.

### **Working Conditions**

- Subject to long periods of sitting.
- Utilizes a personal computer for long periods of time
- Normal working conditions are Monday through Friday
- May occasionally require work after 5:00 and on weekends
- May occasionally go to other offices in Palestine to deliver or pick up documents

### **Physical Demands:**

Must physically be able to operate a variety of machinery and equipment, exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires the ability to lift more than 40 pounds. Position requires color perception. This position requires the ability to see and speak as well as above average hearing.

### **Notice:**

All employees with disabilities are encouraged to contact the Human Resources Department to review and discuss the essential and nonessential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if he/she can safely perform the essential function of this job with or without reasonable accommodation.

### **Disclaimer:**

Job descriptions are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with a job. A job profile is not comprehensive job description. It is intended for the sole purpose of acquainting a person who is unfamiliar with such position with a brief overview of the position's general direction and scope. This position profile is intended for internal use only.

### **“At Will” Statement:**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an “at will” employment, and under no circumstances is this contract for employment.

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Acknowledgment of Employee: \_\_\_\_\_

(Printed Last, First and MI)

Email resume to: [cparrish@co.anderson.tx.us](mailto:cparrish@co.anderson.tx.us)

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