

## **JOB DESCRIPTION – VICTIM ASSISTANCE CORDINATOR/LEGAL ASST./EPA clerk**

### **Department – County Attorney – Full time position**

The Trinity County Attorney's Office is hiring a full-time Victim Assistance Coordinator (VAC). The VAC will be responsible for notifying crime victims of settings and resolutions in their cases, assisting victims with requests for restitution and crime victims' compensation, referring victims to resources such as counseling, and handling any other issues related to the wellbeing of crime victims in Trinity County, as well as other general duties in the office.

This is a grant-funded position. The responsibilities of the position include tracking services provided and preparing grant reports. This position is located in the Trinity County Courthouse in Groveton, Texas. Salary is \$38,000 and the position includes standard county benefits such as health insurance.

#### **RESPONSIBILITIES:**

- Maintain a positive working agreement with community agencies to secure available resources for victims and their families.
- Serves as the first contact for victims of misdemeanor, violent and non-violent, property, and family crimes; maintains contact with and provides information to victims throughout the complex criminal justice process; and works as part of a multi-disciplinary team to assist victims.
- Assists victims in achieving, to the most practical extent possible, all the provisions set out in the Rights of Crime Victims, Chapter 56, Code of Criminal Procedure, specific to their situation; serves as an advocate for victims in ensuring that they receive eligible assistance and benefits; Victim Impact Statement and Crime Victim Compensation Application.
- Refers victims to counseling, social services, shelters and other agencies for assistance.
- Keeps victims informed of the status of their case.
- Prepares victim information packets explaining the criminal justice system and informing victims of services available, Victim Impact Statement and Crime Victim Compensation applications.
- Assists prosecutors and investigators in interviewing victims and witnesses as requested; and coordinates appointments, court dates and trial appearances as requested.
- Provides follow-up on special requests from prosecutors and investigators as requested.
- Determine qualification and process Protective Order Applications.
- Assist on court days and help prepare court documents as needed.
- Accompanies crime victims at court proceedings, including jury trials and protective order hearings; and accompanies investigators and prosecutors to victim's home, hospital, school, work, and counselor's offices as needed.
- Performs routine administrative assistant tasks such as filing, scanning, emailing, copying, and establishing, maintaining, and organizing case files.
- Prepares daily logs of numbers and types of contacts with victims and assists with case statistical recordkeeping per grant requirements.
- May attend trainings.
- Paperwork and other duties for the Environmental office.
- Performs other general office duties as assigned.

#### **Qualifications**

1. Minimum of a high school diploma or equivalent.
2. Bachelor's degree or Paralegal certification or experience in legal field preferred.
3. Willingness to understand the criminal and civil justice system.
4. Understanding of Microsoft Word and Microsoft Excel.
5. Ability to work independently and with minimal supervision.
6. Ability to relate to victims in a sympathetic manner.
7. Ability to handle emergency and crisis situations.

Interested applicants should email a resume to [tca@co.trinity.tx.us](mailto:tca@co.trinity.tx.us).