

Casey Hall District Attorney

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97th Judicial District Attorney's Office
Victim Assistance Coordinator (VAC) / Office Manager
Full time, salaried position with benefits
Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.

The DA's Office in Montague County is seeking to hire a full-time Victim Assistance Coordinator / Office Manager. The position requires weekly travel to the satellite offices in the 97th Judicial District in Clay and Archer Counties, and includes mileage reimbursement.

Minimum Qualifications:

Candidates must be organized, able to multi-task, punctual, reliable, and capable of handling difficult and sometimes emotional situations with professionalism and discretion. The candidate must have adequate computer and word processing skills to draft legal documents and correspondence, electronically scan case files, e-mail, and e-file legal documents as needed. Experience in a legal office or administrative position is preferred, but not required.

VAC / Office Manager Description:

The function of the VAC is to coordinate and communicate with victims and witnesses of various felony criminal offenses, including child victims and their families, domestic violence victims, and the victims of other violent and/or property crimes. The VAC provides information and resources to crime victims and witnesses, and serves as the primary contact throughout the pendency of the criminal case in which the victim or witness is involved. The VAC also coordinates with victims, their families, and/or witnesses during felony criminal trials.

Duties include:

- Preparing and drafting legal documents and correspondence;
- Assisting victims and witnesses with Crime Victim's Compensation paperwork;
- Assisting victims and family members with Victim Impact Statements;
- Scheduling, coordinating, and preparing subpoenas for victims and/or witnesses in trials;
- Assisting attorneys in other court/trial preparations as needed.

***The VAC will be required to attend regular trainings, either online or in person, to maintain VAC status.**

In addition to the VAC duties, the VAC also performs a variety of office management, administrative, and clerical support functions for the District Attorney's Office.

Duties include:

- Managing the office budget, including tracking expenses, receipts, and all required paperwork, as well as reporting and documentation required for VAC grants;
- Establishing and maintaining effective working relationships with law enforcement and other government agencies;
- Ordering supplies, reception, telephone etiquette, and public relations, including media, public outreach and education;
- Entering cases into the case management software, maintaining physical files, organizing and storing closed file storage;
- Managing the calendar and deadlines of the office and the attorneys.