

Bowie County District Attorney's Office
Victim Assistance Program

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BOWIE COUNTY, TEXAS
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SUMMARY:

The Bowie County District Attorney's Office employs Victim Assistance Coordinators (VACs) to provide victims of crime with criminal justice information, emotional support, and notification of their rights in compliance with the Texas Code of Criminal Procedure. Under general supervision of the Lead Victim Assistance Coordinator, and reporting to the District Attorney, VACs make initial contact with victims, provide case updates, assist with State Crime Victims' Compensation applications, assist with the Victim Impact Statement (VIS), attend pre-trial meetings, provide court accompaniment, make referrals to community partners and services and answer questions about the criminal justice process.

RESPONSIBILITIES:

- Maintain positive working agreement with community agencies to secure available resources for victims and their families.
- Serves as first contact for victims of misdemeanor, felony, violent and non-violent, property, and family crimes filed with and accepted by the Bowie County District Attorney's Office.
- Assists victims in achieving, to the most practical extent possible, all 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 they receive eligible assistance and benefits; and assists in obtaining information and in the completion of loss value information, Victim Impact Statement and Crime Victim Compensation Application.
- Ability to maintain confidentiality and view sensitive information during case examination.
- Maintain contact with victims about the status of their case.
- Enters victim information and tracks contacts with victims in a case management system.
- Performs routine administrative duties such as filing, scanning, emailing, copying, organizing, and maintaining case files.
- Prepares daily logs of numbers and types of contact with victims and assists with case statistical record keeping.
- Performs other duties as assigned.

QUALIFICATIONS:

Minimum of bachelor's degree in Criminal Justice, Victim Studies, Social Work, Psychology, Sociology or related field or ten (10) years of documented work experience working with victims of crime in law enforcement, social services organization, or in a health care setting. An equivalent combination of education, experience, and/or training may be considered. Ability to communicate effectively in writing to produce clear correspondence, concise histories and properly documented records and reports. A pre-employment background investigation will be conducted.

HOURS:

Full time, 8:00am to 5:00pm, Monday through Friday. May be required to work more than 40 hours during the week.

SALARY:

Commensurate with experience
Full Benefits Package

Submit cover letter and resume to

Jonna Tye

601 Main Street

Texarkana, Texas 75501

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