

VICTIM RIGHTS DIVISION
MICHELLE PERMENTER
DIRECTOR



CRIMINAL JUSTICE CENTER
1201 FRANKLIN, STE 600
HOUSTON, TEXAS 77002

Patricia R. Lykos
DISTRICT ATTORNEY
HARRIS COUNTY, TEXAS

Victim Assistance Coordinator Position Available

Job Description

- Responsible for initial contact with victims after charges have been filed with the District Attorney's Office.
- Serve as Liaison between victims and prosecutors.
- Assist victims with case status, Crime Victims' Compensation, Victim Impact Statements, and Crime Loss forms.
- Explain and answer questions about the criminal justice system.
- Accompany victims to court and to meetings with prosecutors.
- Provide referrals to social service agencies in the community.

Qualifications

- Minimum of a Bachelor's Degree in Criminal Justice, Social Work, Psychology, Sociology, or related field.
- Ability to communicate effectively both verbally and in writing.
- Ability to maintain effective working relationships with co-workers and the general public.
- Experience in the Juvenile Justice field preferred.
- Fluent in Spanish preferred.

Hours

- Monday – Friday, 8:00 am to 5 pm. May be required to work more than 40 hours during the workweek.

Benefits

- Harris County benefits including Medical, Dental, Vision, and Retirement.
- Two (2) weeks paid vacation per year; Three (3) hours paid sick leave earned per pay period.

Salary

- Will be discussed during departmental interview.

If you wish to apply for a Victim Assistance Coordinator position, please send a letter, resume, and completed application to the Director of the Victim Rights Division. The application is accessible through the Harris County District Attorney's Office website: www.app.dao.hctx.net

Director, Victim Rights Division
Harris County District Attorney's Office
1201 Franklin, Ste 600
Houston, Texas 77002