

VICTIM ASSISTANCE COORDINATOR/INVESTIGATOR

The Houston County Attorney's Office is accepting applications for a Victim Assistance Coordinator/Investigator. All applicants must have a high school diploma or equivalent and TCOLE certification as a peace officer. Duties include, but are not limited to, assisting victims of family violence, assault, sexual and other violent crimes, child abuse and neglect, and provide services and referrals necessary to meet individual victim needs, trial preparation, support to victim during trial/hearings, working closely with prosecutors, local law enforcement, child protective services and other groups to serve both adult and child victims, follow up investigation, and victim/witness scheduling. Starting salary is \$1,419.91 - \$1,602.35 bi-weekly/\$36,917.76 - \$41,661.07 annually (depending on experience) plus benefits and a potential raise after six months of employment. This is a grant funded position.

Applications available at the Houston County Treasurer's Office, 401 E. Goliad, Suite 101, Crockett, Texas 75835 and online at www.co.houston.tx.us. Applications may be submitted by returning to the Houston County Treasurer's Office, fax to (936)544-9811, or email to dsession@co.houston.tx.us. Applications must include a minimum of three references. Deadline to apply: **Until filled.**