

Reina Probert

County Attorney

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Deputy County Attorney

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The Crawford County Attorney's Office is accepting applications and resumes for a full time Victim Witness Coordinator. The position will be located in both our Girard office locations, and the hiring rate of pay is between \$13.00 - \$16.00 per hour, depending on experience, with the potential of increase.

PRIMARY DUTIES/RESPONSIBILITIES:

Primary responsibilities include but are not limited to, providing assistance to victims of crimes; including notification, courtroom decorum, helping victims and witnesses understand and prepare for court, assist victims in completing victim impact statements and requests for restitution, assist prosecutors with document preparation, scheduling, maintaining files, issuing subpoenas, preparing discovery, and all general administrative support work. Additional duties and responsibilities may be added to the position description at any time.

REQUIREMENTS:

The position requires a High School diploma, some college preferred, and one year of general clerical experience. Successful candidates must have the ability to multi-task and work independently in a fast-paced environment, have attention to detail, possess a high level of confidentiality, and have excellent interpersonal and organizational skills. Candidates must also be proficient in Microsoft Office programs, especially Microsoft Word.

Applications and Resumes will be accepted until Friday, October 22, 2021. Applications and resumes are accepted at our Girard location at the Crawford County Courthouse, 1st Floor. You may also mail your application and resume to the Crawford County Attorney's Office, 111 East Forest, Ste. A, Girard, KS 66743, or you may send via email to Aimee Senecaut at asenecaut@crawfordcountykansas.org

You can download a copy of the county job application by visiting <https://www.crawfordcountykansas.org/county-employment.html> and click on the 'Job Application' link. A resume and completed application will need to be submitted in order to be considered.