

Victim Witness Coordinator | Job Posting

The Des Moines County Attorney is seeking qualified applicants for a Victim Witness Coordinator with strong organizational and communication skills.

Summary

This position works directly with victims of crimes, witnesses, and law enforcement, as well as overseeing special programs with the Des Moines County Attorney's Office.

Duties & Responsibilities

- Prepare subpoenas for victims and witnesses to testify in court
- Prepare pecuniary damage statements for filing with the court
- Assist victims with recovery of seized property after case concludes
- Assist victims with Crime Victim Compensation applications
- Accompany victims to court
- Coordinate and assist in deposition and trial testimony preparation

Requirements

- Proficiency in all facets of Microsoft Office is required.
- Prior legal and/or victim service experience is a plus but not required, as is familiarity with Prosecutor by Karpel, Iowa Courts Online, and the State's electronic filing system (EDMS).

Starting salary is \$34,372 with an expected increase to \$39,886 upon successful completion of 6-month probationary period, as well as a competitive benefits package, including paid vacation, sick leave, and a full healthcare plan.

Applicant hired will be subject to a criminal background check.

Des Moines County is an Equal Opportunity Employer.

Please send resume and cover letter to:

Mandi Spencer
Administrative Assistant
spencerm@dmcounty.com
100 Valley Street
Burlington, Iowa 52601