

VICTIM/WITNESS COORDINATOR/RECEPTIONIST

Lyon County Attorney's Office

The successful candidate for this position will provide support and information to crime victims and witnesses along with administrative support to the attorneys and staff. Specific duties include but are not limited to initiating contact with crime victims and witnesses; providing pertinent information and service referrals under the direction of the County Attorney; and preparation of annual grants. Must be able to maintain positive contacts with law enforcement and victim-oriented social service agencies. Also responsible for answering phones, reception, data entry, filing, drafting legal documents and correspondence, assisting with trial preparation, scheduling, and additional clerical duties as assigned. Must have excellent computer skills including proficiency in Word, Excel, and Adobe.

Associate's Degree preferred. Relevant experience in criminal justice or victim services beneficial. This is a part-time position. Starting salary range for this position is \$23,400 - \$29,250 depending on experience.

Please send letter of application, resume, and references by December 31, 2020, to:

Lyon County Attorney's Office
206 South Second Avenue, Suite 301
Rock Rapids, IA 51246

countyattorney@co.lyon.ia.us

(Lyon County is an Equal Opportunity Employer)