

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES

AN EQUAL OPPORTUNITY EMPLOYER

The 47th District Attorney's Office has an immediate opening for qualified individuals to fill the following position:

Job Title: Victim Advocate

Position Summary

The Victim Advocate serves as a liaison between crime victims and the criminal justice system, providing support, guidance, and assistance throughout the prosecution process. This position works closely with prosecutors, law enforcement agencies, and community partners to ensure victims are informed of their rights, available services, and case status.

Essential Duties and Responsibilities

- Provide advocacy, support, and crisis intervention services to victims of crime.
- Assist victims in understanding the criminal justice process and court proceedings.
- Maintain communication with victims regarding case updates, court settings, and disposition information
- Assist victims with protective orders, victim impact statements, and crime victim compensation applications
- Coordinate referrals to counseling, shelter, and other community resources
- Accompany victims to court hearing and meetings as needed
- Maintain confidential records and documentation in accordance with office policy and applicable law
- Work collaboratively with prosecutors, law enforcement, and outside agencies on victim related matters
- Participate in outreach and educational efforts regarding victim services

Minimum Qualifications

- High school diploma or GED required; Associates or Bachelor's degree in Criminal Justice, Social Work, or related field preferred
- Experience in victim advocacy, social services, legal support, or related field preferred
- Strong communication, organizational, and interpersonal skills
- Ability to maintain confidentiality and exercise sound judgment in sensitive situations
- Ability to coordinate management and optimizations of software systems supporting victim advocacy services, case documentation, reporting and operational workflows.
- Valid driver's license

Preferred Qualifications

- Bilingual in English/Spanish preferred
- Knowledge of criminal justice processes and victim rights preferred

Starting Salary and Benefits

- \$47,500.00
- Access to a quality health insurance plan for employees and eligible dependents
- Enrollment in a defined retirement plan through the Texas County and District Retirement System
- Annual leave for new hires includes 14 holidays and 10 vacation days
- Sick leave accumulates at one day per month

Application Process

Applicants should anticipate a complete and thorough background investigation and review of any criminal history.

Submit resume to:

Jason Herring

47th District Attorney

350 S.E. 6th Ave, Suite 3-B

Amarillo, TX 79101

E-mail: veronicacoffee@co.potter.tx.us

806-379-2325

Interested candidates may also submit a Potter County employment application (accessible at www.co.potter.tx.us) and forward said application letter of interest, resume, and references to:

Potter County Human Resources Department

900 South Polk Street, Suite 705

Amarillo, Texas 79101

E-mail: terrirobertson@co.potter.tx.us