

## **ASSISTANT VICTIM WITNESS COORDINATOR**

### **Job Responsibilities**

Provide information and support to victims, witnesses and family members.

Coordinate meetings, interviews, hearings and trials.

Obtain, review and organize legal documents, reports and exhibits.

Establish and maintain effective professional relationships.

### **Qualifications**

Exceptional written and verbal communication skills to interact with public and staff

Self-motivated and team-oriented

Ability to work independently

Ability to work efficiently with attention to detail

Associate degree in criminal justice, human services, or other related field and/or two (2) years of related experience preferred.

### **To Apply:**

**Visit [dag.knoxcountyttn.gov/careers](http://dag.knoxcountyttn.gov/careers) and click on the Administrative & Support Staff Application.**