

JOB OPENING

Office: Rusk County District/County Attorney Office

Position: Victims Coordinator/Discovery Clerk – Full Time

Responsibilities:

- Coordinate with victims and assist in preparing victims to testify for trial dates, Grand Jury dates and other hearings as needed
- Contact victims with any updates in their cases
- Occasionally administer protective orders
- Prepare discovery for defense attorneys which includes audio/video and documents
- Oversee actions of the part-time discovery clerk
- Must be able to adapt and learn different computer programs
- All other duties as assigned

Rate and Benefits:

- \$34,886.00 annually
- Employee benefits offered by Rusk County

Send resume along with a cover letter to:

ruskcoda@gmail.com

or mail or drop by

Rusk County District Attorney Office

Attn: Cindy

115 N Main St. Suite 302

Henderson TX 75652