

## **Job Announcement**

Administrative Assistant II/Victim Witness Coordinator  
Barnes County State's Attorney's Office, Valley City, N.D.

The Barnes County State's Attorney's Office is accepting applications for a half-time Administrative Assistant and half-time Victim Witness Coordinator. The positions will be combined into one full-time opening.

Starting Wage: \$15-\$17/hour

Salary Grade: 7

Type of Recruitment: Internal/External

Reports to: State's Attorney

Open Until Filled

### **County Benefits:**

- Paid vacation, sick leave, and holidays
- Health insurance (employee pays portion of monthly premium)
- Supplemental insurance available
- North Dakota Public Employees Retirement System

### **Minimum Qualifications:**

- Associate's degree; or three years of related experience; or combination of education and experience.
- Knowledge and skills in the use of computers for data entry, reports, and correspondence. Experience for Microsoft Office programs preferred.
- Demonstrate excellent written and verbal skills. Familiarity with legal terminology preferred.
- Ability to prioritize multiple duties under limited supervision.
- Requires high degree of communication skills dealing with colleagues, clients and the general public.
- Experience in legal setting and familiarity with case management programs preferred, but not required.
- Valid Class D North Dakota driver's license, with a clean driving record

### **Essential Duties and Responsibilities:**

#### **Admin II:**

- Compose and prepare correspondence and legal documents under direct supervision of attorneys
- Establish and maintain records using legal case management software
- Determine procedures for processing forms, documents and other materials regarding various office functions

- Assist with gathering budget and accounting related data for budget development; coordinate and schedule meetings and court dates
- Communication with the public regarding processes and procedures of the State's Attorney's Office
- Screen and identify multiple documents and information and search multiple sources
- Organize, establish, and maintain office filing systems
- Operate standard office equipment and multiple computer software
- Communicate with law enforcement agencies and attorneys regarding office procedures and discovery requests.
- Plan, coordinate, and arrange meetings and conferences. Notify meeting participants by phone, email or correspondence; make travel and lodging arrangements
- Maintain stock of office supplies, equipment and forms

**Victim/Witness Coordinator:**

- Inform victims and witnesses of their rights under the law
- Assist victims with applications for Crime Victims Compensation, restitution, witness fees, and victim impact statements
- Provide orientation to courtroom
- Inform victims of criminal charges filed against defendant and procedural steps involved in processing a criminal case and keep victims informed of court proceedings
- Inform victims and witnesses of appropriate counseling treatment or support
- Attend court proceedings with or on behalf of victims and witnesses
- Prepare grant applications and submits compliance reports
- Maintain files and documentation to record assistance provided to victims and witnesses
- Attend training seminars and workshops as requested by State's Attorney
- Collaborate with local domestic violence and victim organizations.

**How to Apply:**

- Applications can be picked up at Job Service or at the Barnes County Auditor's Office, 230 4th Street NW Room 202, Valley City, N.D.
- Applicants must also provide:
  - Resume
  - Three professional references
  - Cover letter that explains how the applicant's work experience is related to the description of the essential duties and responsibilities and minimum qualifications.
- Applications and supporting documents must be submitted to the Barnes County State's Attorney's Office. Open until filled. Incomplete applications will not be considered. Documents must be submitted to Barnes County State's Attorney, 230 4<sup>th</sup> Street NW, Room 304, Valley City, North Dakota, 58072, or emailed to [states\\_attorney@barnescounty.us](mailto:states_attorney@barnescounty.us).

**Additional Information:**

- Applicants who are residents of North Dakota and eligible to claim veteran's preference must include Form DD214. Claims for disabled veteran's preferences must also include Form DD214 and a letter less than one year old from the Department of Veterans Affairs indicating disability; claims for preference as the eligible spouse of a disabled or deceased veteran must include Form DD214, a marriage certificate, and a letter less than one year old from Dept. of Veteran's Affairs indicating disability, or the veteran's death certificate.
- Individuals who require accommodation or assistance with the application or interview process should contact the State's Attorney's Office at 701-845-8526.

**Equal Opportunity Employer**

Barnes County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services and complies with the provisions of the North Dakota Human Rights Act.