



Lisa K. Schaefer  
County Attorney

# Office of the Des Moines County Attorney

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## **Special Projects/Victim Witness Coordinator | Job Posting**

The Des Moines County Attorney is seeking qualified applicants for a Special Projects/Victim Witness Coordinator with strong organizational and communication skills.

### **Summary**

This position oversees the School Bus Safety Program, Truancy Program, as well as other special programs implemented by the County Attorney.

Additionally, this position will work directly with victims of crimes, witnesses, and law enforcement.

### **Duties & Responsibilities**

- School Bus Safety Program
- School Truancy Program
- Prepare subpoenas for victims and witnesses to testify in court
- Prepare pecuniary damage statements
- Assist victims with recovery of seized property after case concludes
- Assist victims with Crime Victim Compensation applications
- Accompany victims to court

### **Requirements**

- Proficiency in all facets of Microsoft Office is required.
- Prior legal and/or victim service experience is a plus but not required, as is familiarity with Iowa Courts Online and the State's electronic filing system (EDMS).

Starting salary is \$31,781 with an expected increase to 36,880 upon successful completion of 6-month probationary period, as well as a competitive benefits package, including paid vacation, sick leave, and a full healthcare plan.

Applicant hired will be subject to a criminal background check.

Des Moines County is an Equal Opportunity Employer.

**Please send application materials to:**

Brandon Weddle

Administrative Assistant

[weddleb@dmcounty.com](mailto:weddleb@dmcounty.com)

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