

VACANCY ANNOUNCEMENT

POSTING DATE: August 17, 2026

POSITION: Victims of Crime Coordinator

HOURLY: Minimum of \$18.50 per hour (based on education and/or experience)

FRINGE BENEFITS: 1. Retirement commences first day of hire. 2. Health Insurance after ninety days 3. Paid holidays after six month probationary period. 4. two weeks paid vacation after one year.

JOB SETTING: Office of the District Attorney, 542 E. Main Street, Eagle Pass Texas

EDUCATION AND EXPERIENCE: College Degree, High School Diploma or Equivalent preferred but not required. Administrative experience preferred, but not required.

DUTIES:

- Assist victims of crime, family members and witnesses in criminal cases
- Provide victim with services and inform of, and assist in securing, available resources and benefits
- Keep victims, victim's families and witnesses informed of case status and settings
- Fill out Crime Victim Packages for victims when necessary
- Familiar with Microsoft Word, Excel, and PowerPoint is preferred
- Review assigned cases and make charging recommendations
- Prepare and deliver discovery to defense attorneys
- Determine the necessity of further criminal investigations
- Direct investigations, including gathering evidence from law enforcement agencies or civilian sources
- Interview potential witnesses and attending court in all three counties

Interview Period: Open

Closing Date: Until filled

Supervisor: 293rd Judicial District Attorney, Roberto Serna

Hours: 8:00 a.m. – 5:00 p.m., Monday – Friday
(additional hours after 5:00 p.m. will be required at times as well as travel to Zavala County and Dimmit County)

Request an application by email at districtattorney@co.maverick.tx.us or you may pick up an application for employment at the Office of the District Attorney located at 542 E. Main Street, Eagle Pass, Texas 78852. For any questions ask for Sandra Martinez at (830)773-9268.