

**POSTING DATE: January 11, 2024**

**Legal Assistant & Crime Victim/Witness Coordinator**

**DEPARTMENT:** County Attorney

**DUTIES:** Under general supervision, administers and coordinates the victim/witness program and ensures county compliance with the Iowa Victim Rights Act. The individual in this position receives little instruction on day-to-day work requiring the exercise of a high level of discretion. The individual also performs administrative services and legal support for the County Attorney's office.

**QUALIFICATIONS:** High School Diploma or GED; plus an Associate degree in a legal assistant program or related field, and two (2) years of full-time work as a legal secretary or paralegal, or a similar support capacity under the supervision of a practicing attorney or criminal justice agency.

**STATUS:** Full-time – Non-Exempt – At will position.

**Wage:** Based on Experience

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Submit your resume, references and a completed Buchanan County Employment application, along with a signed job description by email to [attorney@co.buchanan.ia.us](mailto:attorney@co.buchanan.ia.us) or mail or drop these items off to:

Buchanan County Attorney  
Attention Shawn Harden  
210 5<sup>th</sup> Ave NE, Suite F  
Independence, IA 50644

Employment application and the full job description can be downloaded off the county website at: <https://www.buchanancounty.iowa.gov> Employer will not be responsible for application documents lost in transit. Documents will be accepted until the position has been filled.

Buchanan County is an Equal Opportunity Employer (EOE).  
It is the policy of Buchanan County to comply with the Americans with Disabilities Act and Amendment