



WE ARE HIRING!

LEGAL ASSISTANT & CRIME VICTIM/WITNESS COORDINATOR

Department: County Attorney

Duties:

This position provides comprehensive legal and administrative support by preparing legal documents, coordinating court communications, and assisting attorneys with case preparation. It also serves as the Crime Victim/Witness Coordinator, ensuring compliance with state and federal requirements while independently supporting victims and witnesses through legal processes and resources. For full details, please refer to the job description at the website link below.

Qualifications:

Minimum qualifications include a high school diploma or GED, an associate degree in a legal or related field, and two years of legal support experience. A bachelor's degree and experience as a Crime Victim/Witness Coordinator are preferred. A valid Iowa driver's license and post-offer physical exam are required. For full details, please refer to the job description at the website link below.

Status:

Full-Time | Exempt

Wage:

Salary negotiable based on education and experience.

How to Apply:

To be considered, please submit your resume, references, and a completed Buchanan County Application to buchanan.application@co.buchanan.ia.us or mail them to:

Ashley Hackett
Human Resources
210 5th Ave NE
Independence, IA 50644

The Buchanan County Application is available at the website link below.

Application deadline: 3:30 PM on July 21, 2025; however, the position may remain open beyond this date until a qualified candidate is selected.

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

Submit your application materials to:

✉ buchanan.application@co.buchanan.ia.us

For more information, visit our website at:

🌐 https://www.buchanancounty.iowa.gov/departments/human_resources/index.php