



# 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](mailto:buchanan.application@co.buchanan.ia.us) or mail them to:

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

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

**Application deadline:** 4:00 PM on February 13, 2026; 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](mailto:buchanan.application@co.buchanan.ia.us)

**For more information, visit our website at:**

🌐 [https://www.buchanancounty.iowa.gov/departments/human\\_resources/index.php](https://www.buchanancounty.iowa.gov/departments/human_resources/index.php)