

Assistant Director of Victim Services

The Warren County Attorney's Office is seeking a highly-motivated, reliable, ethical individual to perform the full-time duties of Assistant Director of Victim Services. Qualified applicants may submit resume by December 24, 2025, to Warren County Attorney; 115 N. Howard St., Ste 200, Indianola 50125 or to Jamie Morawski at jamiem@warrencountyia.org.

Position Summary

As the Warren County Attorney's Office liaison between victims and witnesses, the Victim Services Coordinator develops and maintains relationships with those that have been affected by and/or have knowledge of a crime committed within Warren County. The Victim Services Coordinator must be able to maintain a high degree of confidentiality. This position is an integral part of the Warren County Attorney's Office.

Position Responsibilities

- Ensure victims understand their rights to register with the Warren County Attorney's Office under Iowa Code Section 915
- Meet with the family of victims who have died, been rendered incompetent or are under the age of 18
- Communicate with victims and survivors of crimes. Must be able to effectively communicate in person, on the phone, and in writing
- Maintain contact throughout the duration of criminal prosecution to include preparation for upcoming hearings/trials, facilitate meetings between the prosecution team and victims/witnesses and arrange transportation and/or housing and make appropriate referrals to other community resources/services for victims/witnesses
- Promote the Iowa VINE system including the registration process
- Assist victims in applying to the Crime Victim Compensation Program and explain the benefits of applying
- Attend depositions and hearings to provide victim support
- Understand the intricacies of domestic violence and sexual assault and work toward becoming a subject matter expert in the field of domestic violence and sexual assault
- Testify in court/hearings as a subject matter expert on domestic violence and sexual assault, as necessary
- Prepare legal documents and correspondence from written or verbal instructions in established prescribed standards
- Track pending cases in case management system to ensure victim and restitution forms are filed post disposition, if necessary
- Efile documents according to an established filing system
- Prepare weekly updates for attorneys on upcoming cases (if the case has a victim)
- Assist with Juvenile Intervention Program as directed
- All other duties as assigned

Education, Skills and Experience

- Graduation from college is preferred
- Must be knowledgeable in "Rules of Criminal and Court Procedures"
- Must be knowledgeable of the subpoena process
- Must be knowledgeable of general legal terminology
- Must be knowledgeable of legal research and writing
- Must have the ability to maintain confidentiality
- Develop and maintain effective working relationships with the general public, co-workers, attorneys and county officials
- Ability to organize and manage multiple priorities and exercise independent judgment
- Must be a positive representative of the County Attorney's Office and Warren County
- Strong team player and demonstrate a commitment to the ideas and values of Warren County