

Employer:
Waller County Criminal District Attorney's Office

Location:
Hempstead, Texas (40 miles west of Houston)

**EMPLOYMENT OPPORTUNITY NOTICE (VICTIM WITNESS
COORDINATOR/LEGAL ASSISTANT)**

The Office of the Criminal District Attorney of Waller County, Texas is currently accepting applications for the position of a Victim Witness Coordinator/Legal Assistant.

Applicants should have a high school diploma or its equivalent. Applicants must be proficient in the use of Microsoft Office and Microsoft Outlook and must become proficient in the use of software used by the office for trial preparation and recordkeeping. Applicants must be friendly, mature, and work well with others. College degree and conversational Spanish skills are preferred, but not required. We will further train the successful applicant, but you must be highly motivated to bring your best efforts to this position as it is an integral part of the Waller County criminal justice system. Familiarity with existing Waller County police agencies and the S.O. is an additional plus for consideration.

The salary for this position starts at between \$55,000 to \$60,000, depending on experience, with other benefits as a salaried employee of Waller County.

Job duties:

- Daily contact with victims (in person, email and phone)
- Track and attend court settings with victims
- Provide counsel and support to victims of crime
- Assist prosecutors with victim contact /meetings
- De-escalate tense and stressful situations
- For remainder of 2026, role will also involve some legal assistant duties such as assisting with filing, drafting of paperwork, answering phones, etc.
- Any other duties as assigned by the 1st Assistant Criminal District Attorney or Criminal District Attorney
- Caseloads requiring high volume of victim contact

Job requirements:

- Valid driver's license
- Must be able to pass a background check
- Strong attention to detail
- Strong verbal and written communication skills
- Strong interpersonal skills and the ability to effectively engage with colleagues, elected officials and department heads, court staff, and the public
- College Degree in Criminal Justice/Victim Studies/Social Work PREFERRED

- Bilingual/Spanish (preferred but not required)
- Ability to appropriately handle sensitive information
- Analytical thinking, good writing skills
- Good emotional control over self and ability to read and understand the emotions of others
Compassionate and able to empathize with crime victims
- Ability to organize information and maintain deadlines
- Good interpersonal relations including ability to explain difficult concepts in stressful situations
- Good character

Benefits:

- 15 paid County holidays per year
- Approximately 96 hours of sick leave accrual per year
- Approximately 80 – 120 hours of vacation leave accrual per year based on years of service
- Health insurance through BlueCross BlueShield of Texas
- Membership in the Texas Association of Counties (TAC) Health & Employee Benefits Pool
- Membership in the Texas County & District Retirement System (TCDRS)
- County longevity pay after 2 years of service, respectively

Applicants must submit a cover letter, resume, list of references, and a County employment application to Criminal District Attorney Sean Whittmore at s.whittmore@wallercounty.us. Please submit all application documents in ONE email.

The County employment application can be found at:
<https://www.co.waller.tx.us/page/Employment.Opps>

Position Available As of July 20, 2026

Not all applicants will be interviewed or contacted. Waller County is an equal opportunity employer.