

Legal Assistant/Victim Coordinator

Hours: 8:00 a.m. to 5:00 p.m. 1-hour lunch

Rice County Attorney's Office seeks a qualified candidate to offer support to the prosecutor by preparing various legal documents, scheduling and attending court hearings. The candidate must be proficient in Microsoft Office programs.

The selected candidate will provide services to victims of crime including victim notification, trial preparation and/or helping victims and witnesses understand and prepare for court. The selected candidate will also help in compensation and restitution assistance, referrals to victim advocacy agencies, gathering information from victims to assist in the prosecution of cases, and informing victims of their rights. Please send Resume and Cover Letter to the Rice County Attorney's Office, 101 West Commercial, Lyons, Kansas 67554 or email to: rca@ricecocths.com.