

**THE CITY OF TEXARKANA, ARKANSAS**  
is accepting applications for the following position:

## **DOMESTIC VIOLENCE CASE COORDINATOR**

### **Full Time**

#### **SUMMARY OF ESSENTIAL DUTIES:**

- Assist the public and other law enforcement agencies with inquiries concerning domestic violence issues.
- Transcription of domestic violence related interviews, statements, and information.
- Prepare written reports and exhibits involving confidential, graphic, and sensitive material as required.
- Enter statistical information into computer systems and prepare a wide variety of reports, graphs, and charts for use in agency activities.
- Coordinate with judicial officials regarding ongoing Domestic Violence related cases.
- Make victim referrals to appropriate social service organizations.
- Establish cooperative working relationships with key persons in all resource agencies.
- Prepare and maintain files for the use in Domestic Violence investigations and prosecution of suspects.
- Attend and testify at court hearings and trials.
- Develop and implement programs increasing public awareness of domestic violence problems and resources.
- Collect information for inclusion in database of domestic violence crimes.
- Track court dates and dispositions of offenders.
- Monitor Domestic Violence related jail telephone calls.
- Ensure that all office equipment is functional and serviced as required.
- Greet the public and respond to requests for information and service.
- Prepare and maintain multiple filing systems within the division.
- Direct telephone calls, messages, and correspondence to appropriate employee.
- Ensure an adequate stock of office supplies is available for agency use.
- Take minutes at meetings of various boards and committees involving the agency.
- Process section mail and respond to correspondence.

#### **MINIMUM REQUIREMENTS:**

- Literacy, written and verbal, in the English language.
- Computer literacy.
- High School diploma or G.E.D.
- Clerical skills, with an emphasis on data entry, file, and record maintenance.

- Ability to communicate in a courteous manner, even in adverse situations.
- Ability to type a minimum of 40 words per minute.

**POSITION SPECIFICATIONS:**

Domestic Violence Case Coordinator

**SALARY RANGE:**

\$34,049 to 46,758 Dependent on experience and qualifications.

Applications and resumes will be accepted at the Arkansas City Hall. Applications and resumes may also be faxed to (870)772-8182; emailed to [skylar.krause@txkusa.org](mailto:skylar.krause@txkusa.org) accessed online at <https://cityoftexarkanaar.com>. The City of Texarkana, Arkansas is an Equal Opportunity Employer and provides all applicants and employees equal opportunity without regard to race, color, sex, religion, national origin, age, marital or veteran status, or any other legally protected status.