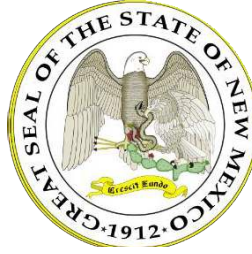


**Sixth Judicial District Attorney
State of New Mexico**



**Norman R. Wheeler
District Attorney**

Hidalgo County
300 S. Shakespeare St.
 Lordsburg, NM 88045
575-542-3260

Grant County
201 N. Cooper St
Silver City, NM 88061
575-368-1941

Luna County
1110 W. Florida St.
Deming, NM 88030
575-546-6526

POSITION VACANCY ANNOUNCEMENT

Position/Division: **Victim-Witness Assistant**
(Position classification dependent upon experience)

Salary Range: Range G \$21.94-27.42/hourly

(This is a grant funded position, and the position is contingent on continued funds from the grantor)

Job Duties:

Incumbent prepares victim and witness notification of court and non-court events; creates, organizes and maintains case files to include duties related to the maintenance of electronic files in the office case management system; assists victims with the completion of various documents related to restitution, compensation, and the return of property to victims; educates victims and witnesses regarding the criminal justice process; may accompany victims and/or witnesses to court proceedings; may provide direction to program volunteers; networks with community resources; and performs other related job duties

Knowledge, Skills, and Abilities:

This position requires some knowledge of the criminal justice system, court proceedings, and procedures within the District Attorney's office; communication and organizational skills; ability to prepare reports and correspondence; ability to work with diverse individuals and agencies.

Requirements:

Associate's degree in criminal justice, social sciences, or related field or at least two (2) years' work experience in the criminal justice system, criminal law, human services, or other related field.

Preferred Requirements:

Bachelor's degree in criminal justice, social sciences, or related field; or four (4) years' work experience in a related field.

Working Conditions:

Most work is performed in an office environment. Some physical effort and frequent travel may be required. May be required to be on-call during non-working hours.

Application Deadline: Friday, May 2, 2025

Submit Cover Letter and Resume to: 6th Judicial District Attorney's Office
C/O Yvette Lomeli, District Office Manager: ylomeli@da.state.nm.us