



The City of Belton, Texas
seeks an
Investigative Assistant/Crime Victim Liaison
\$20-\$24 per hour

JOB SUMMARY

Assist the Criminal Investigations Division with investigative follow-up activities to include assisting victims and witnesses of crimes. Ensure all crime victims in the City of Belton receive information concerning the Texas Crime Victims Compensation Program within the parameters of Chapter 56 of the Code of Criminal Procedure and other laws concerning crime victims, including but not limited to, provide crisis intervention assistance, death notifications, victim education and assistance with crime victims compensation, safety planning, risk assessments, advocacy and referral services. Follow all safety policies and other miscellaneous duties.

This is a ONE year grant funded position that could be eliminated if funding is not available or the grant is not renewed.

Education, Training and Experience Guidelines:

A High School diploma or equivalent is required. Associates degree is preferred. Coursework and training that demonstrates a commitment to learning and practices in the field of investigations, victimology, criminal justice, or related fields is desirable. Previous experience in a municipal or other governmental agency with similar duties is preferred. Three years of experience working with victims of crime or in a law enforcement agency is preferred.

LICENSES AND/OR CERTIFICATIONS

- Must pass a comprehensive background investigation.
- Must possess a valid Texas Driver's License.
- Must pass a drug screen and be free of illegal or abused narcotics.

For more information, visit:

https://www.beltontexas.gov/departments/human_resources/civil_service/police_careers.php



Department of Human Resources
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