

Hartley County Attorney's Office

Position Opening: Victim Assistance Coordinator / Office Manager

The Hartley County Attorney's Office is accepting applications for the position of Victim Assistance Coordinator / Office Manager. This position provides advocacy and support for victims of crime while assisting with case coordination, court dockets, and administrative operations of the County Attorney's Office. The position requires strong organizational skills, professionalism, and the ability to work with victims, law enforcement agencies, and court personnel.

Minimum Qualifications: High school diploma or equivalent required. Experience in victim services, legal administration, or criminal justice is preferred.

Applications are available on the Hartley County website and may be submitted to the Hartley County Attorney's Office at the Justice Center in Dalhart, Texas.

Applications will be accepted through March 20, 2026.