UNIVERSITY of HOUSTON
GRADUATE COLLEGE of SOCIAL WORK

Date Posted: **10/19/2018**

Job Title	Part Time Family Violence Administrative Assistant
Employer/ Agency	Harris County District Attorney's Office
Job Description	• Assist with case research • Perform administrative duties including copying, filing, data entry, and scheduling • Photograph injuries and upload to internal database • Contacts clients to confirm appointments
Qualifications	• Spanish speaking strongly preferred • Prefer some college, associate's degree, or certification • Computer proficiency • Good organizational skills • Ability to work in a fast-paced, crisis-oriented environment, both in an office setting and in court
Salary/Hours	**Part- Time -** 25 Hours Per Week Monday through Friday Salary DOE
Employer/Agency	Harris County District Attorney's Office
Address	1310 Prairie, 5th Floor
City, State, Zip	Houston, Texas 77002
Contact Person	Kapriva Hutchinson, LCSW
Contact Title	Director of Family Violence Services
Telephone Number	713-274-0212
Email Address	Hutchinson_kapriva@dao.hctx.net
Application Method	**E-mail resume to** Hutchinson_kapriva@dao.hctx.net
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.