

Carter County District Attorney's Office Open Position

Job Title: Victim Compensation Clerk
Division: Carter County D.A.'s Office, Victim/Witness Center
Salary Range: Negotiable depending upon work experience
FLSA Status: Non-exempt

POSITION DESCRIPTION:

This position is responsible for processing compensation claims for victims of crime in the District 20 area.

SPECIFIC DUTIES & RESPONSIBILITIES:

Talking with victims about their injuries/medical history/counseling pertaining to the crime

Sending out letters and making phone calls to obtain bills and receipts pertaining to treatment after the crime

Communicating with service providers about balances, itemized statements, and treatments

Making sure service providers have a copy of victim's medical release

Preparing a claim with Excel and Word documents that shows the requests of the victim

Documenting all communication via telephone and mail in victim's file

Keeping records in the files of what was awarded and what was denied

Protesting board claims at DAC in front of a 3-4 person board stating why they should pay out on your victim's claim

PLEASE SUBMIT RESUME TO: Carter County District Attorney's Office, 107 1st Ave. SW, Annex 1, Ardmore, OK 73401 or fax to 580-221-5504