FREESTONE COUNTY

M. BRIAN EVANS
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April 12, 2023

Office of the Attorney General
PO Box 12548
Austin, TX 78711-2548

Via VCLG Application

RE: Victim Coordinator and Liaison Grants (VCLG); 2024-2025;
Freestone County Attorney's Office; Michael Brian Evans; 2024-7827306556

To Whom It May Concern,

Please allow this letter to serve as the job description for the Victim Assistance Coordinator for the Freestone County Attorney's Office. The description is as follows:

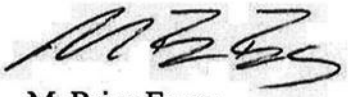
The Victim Assistance Coordinator "VAC" position will have the purpose of providing assistance to the victims of crime by helping them confront the vast array of legal, personal, social, economic, and emotional problems that they encounter. This purpose will go along with the function of the prosecutor's office as a whole, which includes vigorously prosecuting violent and habitual offenders as well as staying committed to crime prevention by implementing innovative programs to break the cycle of crime for youthful offenders, first-time offenders, mentally-ill offenders, and drug addicted offenders.

The VAC will have prior experience with managing multiple tasks, including the organization of paperwork, communication with multiple entities, and handling a monthly budget. The VAC will have a baseline proficiency with Microsoft Word, Excel, Outlook, and other computer functions. The VAC will be required to keep the District Attorney and the other employees of the office up to date on recent developments concerning victims.

The VAC will be responsible for managing, coordinating, monitoring and providing case assistance for criminal cases within the County Attorney's Office. The Victim Coordinator will establish communications with victim or their advocates, advise victims of their statutory rights, keep victims informed of the status of files, provide victims with information, acquire information from victims for effective prosecution and assist with case management.

Thank you for your consideration. My phone number is (903) 389-3977 and e-mail is brian.evans@co.freestone.tx.us.

Sincerely,



M. Brian Evans
County Attorney
Freestone County, Texas
State Bar No.: 24082972