

EMPLOYMENT NOTICE

JOB TITLE: CHILD FATALITY REVIEW TEAM COORDINATOR
DEPARTMENT: COUNTY ATTORNEY'S OFFICE
LOCATION: BURNET COUNTY COURTHOUSE
SALARY: GROUP 65 – GRANT FUNDED POSITION

GENERAL STATEMENT OF DUTIES:

Serve as the Child Fatality Review Team Coordinator as part of the children's Justice Act Child Fatality Review Coordinator program with the goal of increasing the percentage of unexplained child deaths reviewed by the Child Fatality Review Team covering Blanco, Burnet, Llano and San Saba counties in order to increase data collection in Texas. (Complete Job Description can be obtained from the Human Resources Department).

GRANT FUNDED:

This is a temporary, time limited 100% grant-funded position with an anticipated grant end date of one (1) year. You should be aware that your employment as a staff employee of Burnet County is considered to be at will and may be terminated by you or the County at any time regardless of the end date of the grant.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

This position requires a person with unquestionable integrity, tact, discretion and self motivation. The ability to establish and maintain effective working relationships with others within the office, other departments, and those who have need of the services of the office is essential. An excellent working knowledge of and ability to apply general office skills, office etiquette and respect for others along with the ability to organize multiple tasks and utilize time effectively must be fundamental. Excellent communication skills are crucial. Applicant must be proficient in use of computers and software and must be a high school graduate or its equivalent. Public relations skills are a plus.

CERTIFICATE AND LICENSE REQUIREMENTS:

Required to be bondable and have (or have the ability to obtain) a valid Texas driver's license and maintain a satisfactory Motor Vehicle Record.

EQUAL EMPLOYMENT OPPORTUNITY:

Burnet County complies with all State and Federal laws re: non-discrimination against any person in job structuring, recruitment, examinations, election, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, age, religion, color, disability, national origin, sex, political affiliation or belief, genetics, or any other non-merit factor. Personnel decisions shall be made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, experience, and ability to perform specific jobs.

APPLICATIONS:

Each applicant is required to submit an application for employment with pertinent information regarding training and experience. Application forms may be obtained at website www.burnetcountytexas.org or between the hours of 8:00 a.m. and 5:00 p.m. from the Human Resource Office, Burnet County Annex on the Square, 133 E. Jackson, Room 103, or at the Burnet County Courthouse, 220 S. Pierce Street. Completed applications must be returned to the Human Resource Office.