



The 4th Judicial District Attorney's Office



## Volunteer Opportunity

The District Attorney for El Paso and Teller Counties has a volunteer opportunity for a:

### ADMINISTRATION DEPARTMENT ADMINISTRATIVE ASSISTANT

The Administration Department volunteer, under the direction of the Administrator and Executive Assistant at the 4<sup>th</sup> Judicial District Attorney's Office, will assist with weekly administrative needs: posting both internal and external jobs as well as internship opportunities, registering for recruiting events, update career opportunities on our external website, making phone calls to candidates and universities as requested, update FMLA and FLSA books, create personnel files and copies of policy manuals for new hires, file and audit files for completion of required new hire forms. The ideal candidate will be detail-oriented, fluent in MS Office, possess positive and strong communication skills and be flexible with changing needs. The Administration Department, Administrative Assistant will gain valuable experience working with various departmental leaders and groups to support the community mission of the District Attorney's Office.

***Benefits of this position include:***

- *Assisting with the facilitation of policies, promotion, and tracking of information at the District Attorney's office*
- *Valuable real-world experience in Administration*
- *Working with a great team of staff interested in making a positive impact in the community*

***Requirements for this position include:***

- *Keen attention to detail*
- *Strong organizational and communication skills*
- *Familiarity with performing web searches*
- *MS Word proficiency - Fluent in use of PowerPoint*
- *Minimum of 4 hours per week for at least 6 months – with a preference for on-going long-term relationship*
- *Must be at least 18 years of age and submit to and pass a criminal history background check*

**For more information on this opportunity or to submit your resume for application please contact:**

**Gwen Stein 719-520-6037**

**[gwenstein@elpasoco.com](mailto:gwenstein@elpasoco.com)**

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