



Volunteer Opportunity

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

DISTRICT COURT RESTITUTION LEGAL ASSISTANT

The Restitution Legal Assistant, under the direction of the District Court Manager, will support the District Court Restitution Department by contacting victims of crime to obtain restitution documents needed in their case, creating notes in the file as to their contact with the victims, and verifying current contact information for the victim. In addition, the person helping in this position will occasionally have the opportunity to attend a variety of court hearings with other legal assistants to learn about the stages involved in prosecuting a criminal case. The types of cases that a Restitution Legal Assistant could be working on may include theft, burglary, motor vehicle theft, menacing, and domestic violence cases. The individual chosen for this assignment will gain valuable experience in the criminal justice process and assisting victims of crime.

Benefits of this position include:

- *Advancing the mission of the District Attorney's Office, making our community a safer place to live.*
- *Working with a great team of individuals who share common goals.*
- *Gaining valuable experience on the inner workings of the criminal justice system.*
- *Experience in working with victims of crime.*

Requirements for this position include:

- *Strong communication and empathy skills*
- *Familiarity with Microsoft Office and scanning*
- *Minimum commitment of 6 months / 8 hours per week*
- *Must be 18 years of age and submit to and pass a criminal history background check*

For more information or to submit your resume for consideration please contact:

Gwen Stein 719-520-6037 gwenstein@elpasoco.com or

www.4thjudicialda.com

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