



## Volunteer Opportunity

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

### **FILINGS DEPARTMENT LEGAL ASSISTANT**

The Filings Department Legal Assistant, under the direction of the Senior Deputy District Attorney and the Filings Department Manager, will assist the staff with highly confidential processing of case information which may include: imaging documents, redaction, copying, and special projects and tasks as needed in the day-to-day preparation of felony cases. This person will have an opportunity to attend and witness court proceedings periodically.

***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*

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

- *Commitment to a minimum of 6 months, 8 hours per week*
- *Fluent in MS Office Suite*
- *Strong Attention to detail*
- *Highly organized*
- *Under strict obligation to maintain confidentiality*
- *Must be at least 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**  
**4<sup>th</sup> Judicial District Attorney's Office**  
105 East Vermijo Avenue  
Colorado Springs, CO 80903  
719-520-6037  
gwenstein@elpasoco.com