



Volunteer Opportunity

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

ON-CALL TRANSCRIPTIONIST

On-Call Transcriptionist, under the direction of the various department managers and attorneys at the Office of the District Attorney, will be responsible for accurately transcribing tapes for presentation in court. The ideal candidate will be detail oriented and familiar with MS Word and other basic Microsoft Programs.

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:

- *Working knowledge of basic Microsoft programs*
- *Extreme attention to detail and accuracy and professional appearance and demeanor*
- *On-Call availability*
- *Must be 18 years of age and submit to and pass a criminal history background check*
- ***Must understand that you could be subpoenaed to appear in court, if requested, to verify tape content***

105 E. Vermijo St., Colorado Springs, CO 80903 719-520-6000

If you would like additional information about this volunteer opportunity e-mail the DAO Volunteer Program Manager (mailto:DAO_VolunteerCoordinator@elpasoco.com.) Please provide your name, phone number, or e-mail address, the title of this position and your questions. You will be contacted. If you wish to apply for this position download and complete the volunteer application (<http://www.4thjudicialda.com/pdfdocs/app.doc>) and e-mail it back to the DAO Volunteer Program Manager. Thank you for your interest in volunteering with the 4th Judicial District Attorney's Office.