



## Volunteer Opportunity

The District Attorney's Office for El Paso and Teller Counties has a volunteer opportunity for a

### **SYSTEMS CLERK COUNTY COURT DIVISION**

The Systems Clerk, under the direction of the County Court Department Manager, will assist the staff in collecting data necessary for the prosecution of domestic violence cases. Our Systems Clerk will access police department databases to obtain 911 calls, call screens and police reports. May be assigned specialty tasks and other clerical tasks as needed. 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, particularly in the area of domestic violence.*

**Requirements for this position include:**

- *Commitment to a minimum of 6 months, 8 hours per week or*
- *Commitment to 12 hours a week for 2.5 summer months*
- *Working knowledge of computers*
- *Attention to detail*
- *Under strict obligation to maintain confidentiality*
- *Must be at least 18 years of age and pass a criminal history background check*

We invite you to explore this and other exciting opportunities in the County Court Division.

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

For additional information about this volunteer opportunity e-mail the DAO [Volunteer Program Manager](#) or call 719.520.6037. 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 complete and submit the [volunteer application](#). Thank you for your interest in volunteering with the 4th Judicial District Attorney's Office.