



Volunteer Opportunity

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

LEGAL ASSISTANT – DISCOVERY DEPARTMENT

The Legal Assistant, under the direction of the Discovery Department / Records Manager, will assist the staff with imaging documents, redaction, preparing files, copying, customer service duties at discovery window and other daily tasks as needed in the daily preparation of discovery for county court, district court and the juvenile divisions. The Legal Assistant will also assist staff with the organization and administrative processing of criminal files as needed in the daily preparation of closing criminal files after final disposition. Tasks include entering data in the Action program, printing Final Disposition letters and forwarding files to the appropriate division.

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, 12 hours per week*
- *Long term on going volunteer opportunity*
- *Working knowledge of computers and database software*
- *Keen attention to detail*
- *Under strict obligation to maintain confidentiality*
- *Professional appearance and demeanor*
- *Must be 18 years of age and submit to and pass a criminal history background check*

We invite you to explore this and other exciting opportunities in the Discovery/Records department.

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

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

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