



The 4th Judicial District Attorney's Office



Volunteer Opportunity

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

ADMINISTRATIVE ASSISTANT DISTRICT COURT DIVISION

The Administrative Assistant will assist the District Court Department Manager, with various tasks such as filing, organizational duties, and special projects as needed in the day to day preparation of felony cases and processes. This person will have an opportunity to attend and witness court proceedings periodically. The ideal candidate will be assisting with maintaining the homicide and vehicular homicides databases by keeping court dates current; assisting with verifying information on evidence release forms using DMM inquiry; keeping track of the number of prelim's that are called off weekly

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*
- *Working knowledge of computers, Word, Excel and familiarity with web usage*
- *Attention to detail and ability to organize materials*
- *Under strict obligation to maintain confidentiality*
- *Must be at least 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 District Court Division.

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.