



## The 4th Judicial District Attorney's Office



### Volunteer Opportunity

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

### **ADMINISTRATIVE ASSISTANT ECONOMIC CRIME and INVESTIGATIONS DIVISION**

The Administrative Assistant will assist the Economic Crime and Investigations Department Manager, with various tasks such as answering incoming calls and directing calls to internal staff, filing, organizational duties, and special projects as needed in the day to day operations. This person will have an opportunity to attend and witness court proceedings periodically. The ideal candidate will have switchboard or receptionist experience, detail oriented, and a pleasant telephone and in-person demeanor with visitors.

***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, 8-16 hours per week*
- *Pleasant telephone and in-person demeanor with experience as a receptionist and handling calls*
- *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 Economic Crime 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](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.