



## Volunteer Opportunity

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

### **ECONOMIC CRIME SPECIALIST**

This person, under the direction of the Chief Investigator or Deputy Chief Investigator, will support the Economic Crime Section and the Investigations Division of the District Attorney's Office. The support provided will be in one or more of the following areas of expertise, as qualified: financial spreadsheet input and/or analysis, copying case file documents, creating and/or assisting with the demonstration of power point presentations for court proceedings, and document collection from banks, government agencies, or courts. This person will also assist with evidence labeling, review and documentation in preparation for trial.

#### ***Benefits:***

- *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:***

- *Familiarity with internet searches*
- *Working knowledge of Microsoft Word, Excel and PowerPoint*
- *Working knowledge of finding and retrieving public documents from Internet sites*
- *Working knowledge of accounting, stock trading, mortgage lending, real estate, foreclosure proceedings, or business financial practices beneficial*
- *Minimum commitment of 8 hours per week*
- *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 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.