



Volunteer Opportunity

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

JUVENILE PROSECUTION INTERN

Juvenile Interns, under the direction of the Juvenile Division Manager, will be responsible for filing, scanning, preparing dockets for court, delivering legal documents to the courthouse for filing, and miscellaneous clerical duties. Interns will attend court proceedings as their duties permit and will offer general support to the attorneys and paralegal on the Juvenile Prosecution Team.

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:

- *Working knowledge of basic Microsoft programs*
- *Neat and legible handwriting*
- *Professional appearance and demeanor*
- *Minimum commitment of 8 hours per week, on a Tuesday, Thursday, or split between both days.*
- *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 Juvenile Prosecution Division

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

**Gwen Stein: 719-520-6037 gwenstein@elpasoco.com or
Jerry O'Hare: 719-520-6178 jerryohare@elpasoco.com
http://dao.elpasoco.com/Volunteer_Program**

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