Volunteer Opportunity

The District Attorney's Office for El Paso and Teller Counties has a volunteer opportunity for a

:

Assistant Records Management Clerk

The Assistant Records Management Clerk, under the direction of the Records Department Manager, will assist in maintaining file control systems for District Court and County Court files, and in preparing files for storage. The ideal volunteer candidate will have excellent organizational and communication skills and be detail oriented. This position will support documents that are needed by, and routed to, the El Paso County Records Center for inclusion in the file in a timely manner.

Duties include:

1. Assists in collecting files from all departments that are being returned to the main filing system.
2. Assists in files collected from pick-up stations a minimum of two times per day.
3. File in-coming files into appropriate sections of the file department.
4. Assist in maintaining the department's check-out procedures.
5. Assist in the coordination of filing paperwork for archived cases located off-site.
6. Assists in the internal audit to ensure case files are in order.
7. Other duties to support departmental needs

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.*
- *Experience in working in detail oriented environment.*
- *Three weeks of training, and meeting performance standards within two months*

Requirements for this position include:

- *Commitment to a minimum of six months; 8— 16 hours per week*
- *Attention to detail,ability to prioritize, working knowledge of computer databases*
- *Communicate effectively with co-workers; good organizational skills*
- *Must be 18 years of age and submit to and pass a criminal history background check*

105 E. Vermijo St., Colorado Springs, CO 80903 719-520-6000

For additional information about this volunteer opportunity e-mail the DAO Volunteer Program Manager or call 719.520.6037. 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 complete and submit the volunteer application. Thank you for your interest in volunteering with the 4th Judicial District Attorney's Office.

4/17/2012