



Volunteer Opportunity

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

LEGAL ASSISTANT – SPECIAL VICTIMS UNIT

The Legal Assistant, under the direction of the District Court Department Manager, will assist a team of Deputy District Attorneys and a paralegal in trial preparation. The tasks will vary in scope and responsibility from scanning to preparing trial notebooks. Legal Assistants will have opportunities to attend court hearings. The ideal candidate for this position will be individuals who are seeking a long-term volunteer opportunity in our Special Victim's Unit.

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:

- *Available for at least 8 hours per week, long-term opportunity*
- *Keen attention to detail*
- *Working knowledge of Microsoft computer programs*
- *Strong organizational skills*
- *Professional appearance and demeanor*
- *Comfortable with varying needs required for case preparation*
- *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

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.