



The 4th Judicial District Attorney's Office



Volunteer Opportunity

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

VICTIM COMPENSATION ASSISTANT

The Victim Compensation Assistant, under the direction of the Victim Witness Program manager, will extract police reports from Colorado Springs Police Department Records Information Systems for incoming victim compensation applications. Other responsibilities of the position include calling medical providers to verify the victim's insurance (if any) and bill totals as well as requesting updated bills for dates of service relevant to the victimization. This position may also involve contacting victims to provide information regarding missing documentation for their claims (i.e. doctor's notes for missed work and medication requests). In addition, the person helping in this position will have the opportunity to attend a variety of court hearings with a victim advocate to learn about the stages involved in prosecuting a criminal case. The types of cases that can be attended will include homicides, vehicular homicides, sexual assault, and domestic violence cases. The people chosen for this assignment will gain valuable experience in the criminal justice process and assisting victims of crime.

Benefits of this position include:

- *Advancing the mission of the District Attorney's Office, making our community a safer place to live and 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 with victims of crime.*

Requirements for this position include:

- *Dependable and Committed individuals with strong communication and empathy skills*
- *Proficiency with Microsoft Office programs and scanning*
- *Prefer long term volunteers, 1-2 days 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 Victim Witness Unit.

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.