



The 4th Judicial District Attorney's Office



Volunteer Opportunity

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

HISTORICAL ARCHIVER

The ideal candidate, under the direction of the Administrator, will: perform weekly searches of local print publications, for the purpose of preserving historical data, gathering stories of community impact and connection, for the 4th Judicial District Attorney's Office. The Historical Archiver will be searching for, cutting out, and then adding those stories to a scrapbook sorted by date. The ideal candidate will be: detail oriented, possess strong organizational skills, and be flexible with changing needs.

Benefits of this position include:

- *Preserving print media for the present District Attorney's office and staff*
- *Preserving print media for future District Attorney's and staff*
- *Working with a great team of staff interested in making a positive impact in the community*
- *No computer skills are necessary*

Requirements for this position include:

- *Strong attention to detail and excellent communication skills*
- *Minimum of 4 hours per week for at least 6 months – with a preference for on-going long-term relationship*
- *Must be at least 18 years of age and submit to and pass a criminal history background check*

For more information on this opportunity or to submit your resume for application please contact:

**Gwen Stein 719-520-6037 gwenstein@elpasoco.com
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