



The 4th Judicial District Attorney's Office



Volunteer Opportunity

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

SYSTEMS CLERK COUNTY COURT DIVISION

The Systems Clerk, under the direction of the County Court Department Manager, will assist the staff in collecting data necessary for the prosecution of domestic violence cases. Our Systems Clerk will access police department databases to obtain 911 calls, call screens and police reports. May be assigned to specialty tasks and other clerical tasks as needed. Will have an opportunity to attend and witness court proceedings periodically.

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, particularly in the area of domestic violence.*

Requirements for this position include:

- *Commitment to a minimum of 6 months, 8 hours per week, or*
- *Working knowledge of computers*
- *Attention to detail*
- *Under strict obligation to maintain confidentiality*
- *Must be at least 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 County Court Division.

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

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