



The 4th Judicial District Attorney's Office



Volunteer Opportunity

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

INVESTIGATIONS DEPARTMENT Audio / Video Transcriptionist

Audio / Video Transcriptionist, under the direction of the Deputy Chief Investigator and the Office of the District Attorney, will be responsible for accurately transcribing video and audio information in preparation for presentation in court. The ideal candidate will be detail oriented and familiar with MS Word and other basic Microsoft Programs.

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:

- *Working knowledge of basic Microsoft programs*
- *Extreme attention to detail and accuracy*
- *High level of confidentiality required*
- ***Must be able to commit to 8 hours per week for a minimum of 6 months, longer preferred if possible***
- *Must be 18 years of age and submit to and pass a criminal history background check*
- ***Must understand that you could be subpoenaed to appear in court, if requested, to verify audio / video content***

For more information or to submit an application for consideration please contact:

Gwen Stein 719-520-6037

gwenstein@elpasoco.com or www.4thjudicialda.com

105 E. Vermijo St., Colorado Springs, CO 80903