



Volunteer Opportunity

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

JUVENILE RESTITUTION - LEGAL ASSISTANT

The Juvenile Restitution Legal Assistant, under the direction of the Juvenile Restitution Coordinator, will be responsible for processing victim impact statements, creating restitution recaps, contacting victims for necessary information which support restitution requests, update files with all related case communications, scanning documents into database, filing, preparing dockets for court, delivering legal documents to the courthouse for filing, and miscellaneous clerical duties. Legal Assistant may attend court proceedings as their duties permit.

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:

- *Fluency in Microsoft programs*
- *Long term volunteer opportunity*
- *Keen attention to detail*
- *Strong verbal and written communication skills*
- *Minimum commitment of 8 hours per week, for at least 6 months*
- *Must be 18 years of age and submit to and pass a criminal history background check*

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

**Gwen Stein
719-520-6037**

www.4thjudicialda.com

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