



The 4th Judicial District Attorney's Office



## Volunteer Opportunity

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

### **NEIGHBORHOOD JUSTICE DEPARTMENT ADMINISTRATIVE ASSISTANT**

The Neighborhood Justice Administrative Assistant, under the direction of the Division Manager, will assist the staff in performing duties as needed to support the operation of the District Attorney's Office Neighborhood Justice Department involving multiple steps: assisting with data entry, explaining the mediation process to potential participants, scheduling and confirming mediations, preparing necessary documents and reminder letters prior to mediation and ensuring that all paperwork is in client files prior to their appointments. and other tasks as needed in the daily preparation for cases to be mediated.

The Neighborhood Justice Department is a vital component of the District Attorney's Office as individuals are offered the opportunity to settle differences outside of court and provide for a more cohesive community.

#### ***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:***

- *Commitment to a minimum of 6 months, 8 hours per week*
- *Long term on going volunteer opportunity*
- *Fluent in MS Office*
- *Keen attention to detail*
- *Under strict obligation to maintain confidentiality*
- *Professional appearance and demeanor*
- *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 [gwenstein@elpasoco.com](mailto:gwenstein@elpasoco.com) or**

**[www.4thjudicialda.com](http://www.4thjudicialda.com)**

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

719-520-6037