



## Volunteer Opportunity

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

### **SPECIAL PROJECT LEGAL ASSISTANT VICTIM/WITNESS DIVISION**

The Special Projects Victim/Witness Department Legal Assistant, under the direction of the Victim/Witness Manager and Victim Advocate, will assist the staff with highly confidential processing of case information which may include: imaging documents, redaction, copying, and special projects and tasks as needed in the day to day preparation of felony cases. This person 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*
- *Fluent in MS Office Suite, experience with scanning*
- *Strong 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 District Court Division.

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

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