



The 4th Judicial District Attorney's Office



Volunteer Opportunity

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

DIMS TECHNICIAN DISTRICT COURT DIVISION

The DIMS (Digital Information Management System) Technician, under the direction of the District Court Department Manager and the Senior Legal Training Assistant, will assist the staff with uploading video for upcoming cases into a dedicated system and possibly other related tasks as needed in the preparation of felony cases. The ideal candidate will be detail oriented, comfortable learning new technology and patient for large files to upload which are important for pending 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*

Requirements for this position include:

- *Commitment to a minimum of 6 months, 8 hours per week*
- *Fluency in MS Office and ability to learn related technology*
- *Keen 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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719-520-6037**

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