



## Volunteer Opportunity

### Volunteer Opportunity

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

### **DISTRICT COURT RESTITUTION VICTIM COMPENSATION ASSISTANT**

The District Court Restitution Victim Compensation Assistant, under the direction of the District Court Manager, will contact victims who are seeking updates on cases involving restitution. The ideal candidate will be comfortable with speaking on the phone with those victims as well as representatives from the collections department at the courthouse, have strong verbal communication and organizational skills. The District Court Restitution Victim Compensation Assistant will also be assisting with processing key information via scanning and in dedicated systems within the District Attorney's Office. In addition, the person in this position may assist the Supervisor of this department with other duties as needed. The individual chosen for this assignment will gain valuable experience in the criminal justice process and assisting victims of crime waiting on restitution.

***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*
- *Experience in working with victims of crime and restoring justice.*

***Requirements for this position include:***

- Long term volunteer opportunity, prefer 3 half days per week for at least 6 months
- Strong communication and empathy skills
- Proficiency with Microsoft Office programs
- Confidentiality of the highest priority
- Must be at least 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  
105 E. Vermijo St., Colorado Springs, CO 80903**