



The 4th Judicial District Attorney's Office



## Volunteer Opportunity

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

### **VICTIM NOTIFICATION DEPARTMENT ADMINISTRATIVE ASSISTANT**

The Victim's Notification Department volunteer, under the direction of the Manager of Victim Compensation at the 4<sup>th</sup> Judicial District Attorney's Office, will assist with weekly administrative needs such as: processing documentation and entering and/or extracting it for individuals who have been impacted by crime, mailing documents, scanning and other related duties. The ideal candidate will be detail-oriented, fluent in MS Office, possess positive communication skills and be flexible with changing needs. The Victim Notification Department, Administrative Assistant will gain valuable experience working with various co-workers in this important department and support the community mission of the District Attorney's Office.

#### ***Benefits of this position include:***

- *Assisting with the facilitation of inputting case information at the District Attorney's office and learning dedicated programs within this unit*
- *Valuable real-world experience in working within the requirements of the Victims Rights Act including notification of critical stages*
- *Working with a great team of staff interested in making a positive impact in the community*

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

- ***Maintain high level of Confidentiality***
- *Keen attention to detail*
- *Strong organizational and communication skills*
- *Familiarity with performing web searches*
- *MS Word proficiency*
- *Minimum of 8 hours per week (preferably 2 half days per week) for at least 6 months – with a preference for on-going long-term commitment*
- *Must be at least 18 years of age and submit to and pass a criminal history background check*

**For more information on this opportunity or to submit your resume for application please contact:**

**Gwen Stein 719-520-6037**

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