



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 WITNESS ADMINISTRATIVE ASSISTANT

The Victim Witness Administrative Assistant, under the direction of the Manager of Victim Witness Department, will assist with: filing, preparing documents for mailing, and assisting the Victim Witness Department Receptionist, at the 4th Judicial District Attorney's office. The Victim Witness Administrative Assistant will gain valuable experience working with various departmental leaders and staff which support the community mission of the District Attorney's Office. The ideal candidate will have a working knowledge of Microsoft Office, be detail oriented, possess strong communication skills and be flexible with changing needs. Strong organizational skills are essential.

Benefits of this position include:

- *Facilitating the work of Victim Witness Department at the District Attorney's office*
- *Valuable real world experience in administrative work for the District Attorney's Office*
- *Working with a great team of staff interested in making a positive impact in the community*

Requirements for this position include:

- *Strong attention to detail and excellent communication skills*
- *Strong organizational skills essential*
- *MS Office proficiency*
- *Minimum of 8 hours per week for at least 6 months – longer commitment preferable*
- *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 gwenstein@elpasoco.com
www.4thjudicialda.com**

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