



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 UNIT VICTIM COMPENSATION ASSISTANT

The Victim Witness Victim Compensation Assistant, under the direction of the Manager of Victim Witness Department, will be responsible for: reading through and summarizing reports in preparation for review by the Victim Compensation Board. The Victim Witness Victim Compensation Assistant will gain valuable experience working with various staff supporting the community mission of the District Attorney's Office. The ideal candidate will be fluent in MS Office, be detail oriented, possess strong writing and communication skills and be flexible with changing needs. Strong organizational skills are essential.

Benefits of this position include:

- *Facilitating the summarizing of reports that are essential to be read by the Victim Compensation Board*
- *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:

- *Excellent writing and communication skills*
- *Detail oriented*
- *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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