

VOLUNTEER PROGRAM



FIRST JUDICIAL DISTRICT ATTORNEY JEFFERSON AND GILPIN COUNTIES

VOLUNTEER INTERN WITH AUDIO/VISUAL TECHNOLOGY OR DIGITAL MEDIA BACKGROUND

Duties: The District Attorney's Systems and Program Manager is seeking individuals who would be responsible for the preparation of audio/visual needs when a case is set for trial.

- The position involves the responsibility of arranging for and organizing the necessary audio/visual equipment, such as setting up laptops, projectors, audio speakers, Power Point programs and other technology, assisting prosecution teams throughout the course of a trial or as needed during the trial or other court hearings.

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 a common goal*

Requirements for this position include:

- *Committed and dependable individuals*
- *Proficient knowledge of internet and, databases, Power Point, all presentation technology relative to multimedia production with a keen attention to detail*
- *Availability for "as needed" assistance*
- *Must be 18 years of age and submit to and pass a criminal history background check*

Complete application below and send to:

Mark C. Pautler
District Attorney's Office
500 Jefferson County Parkway
Golden, CO 80401
mpautler@jeffco.us
fax: 303-271-6888

APPLICATION FOR VOLUNTEER ASSIGNMENT



FIRST JUDICIAL DISTRICT ATTORNEY'S OFFICE
Jefferson and Gilpin Counties

PETER A. WEIR, DISTRICT ATTORNEY

Attention: Mark C. Pautler
500 Jefferson County Parkway
Golden, CO 80401
303-271-6800
303-271-6888 (fax)

The Office of the District Attorney is an Equal Employment Opportunity employer. All applicants for volunteer opportunities with our Office are considered without regard to race, color, sex, religion, national origin, age, or marital status.

- If additional space is needed to respond to any question, please attach additional page(s).
- Resume may be provided with completed application.

POSITION(S) APPLYING FOR: _____

Date of Application: _____

PERSONAL HISTORY

NAME: _____

ADDRESS: _____

Home : _____ Cell Phone: _____

Email: _____

U.S. Citizen? _____ Yes _____ No

Have you ever plead to or been convicted of a crime? _____ Yes _____ No
(Include serious traffic offenses)

If "Yes", please explain including dates: _____

Do you currently use marijuana in any form? _____ Yes _____ No

Are you related to anyone presently working for this office? _____ Yes _____ No

If "Yes", please explain: _____

How did you learn about this volunteer position? _____

May we contact your present employer?: _____ Yes _____ No

QUALIFICATIONS AND SKILLS:

List computer skills and software programs you are familiar with: _____

Languages you are fluent in: _____

Other skills: _____

EDUCATION: (Please list in reverse chronological order)

School: _____
Dates Attended: _____
Location: _____
Major: _____
Degree: _____

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Dates Attended: _____
Location: _____
Major: _____
Degree: _____

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Dates Attended: _____
Location: _____
Major: _____
Degree: _____

School: _____
Dates Attended: _____
Location: _____
Major: _____
Degree: _____

WORK HISTORY: (Please list in reverse chronological order)

Employer: _____
Address: _____
Job Title: _____ Dates Employed: _____
Supervisor: _____ Phone: _____
Job Duties: _____

Reason for Leaving: _____

Employer: _____
Address: _____
Job Title: _____ Dates Employed: _____
Supervisor: _____ Phone: _____
Job Duties: _____

Reason for Leaving: _____

WORK HISTORY continued:

Employer: _____
Address: _____
Job Title: _____ Dates Employed: _____
Supervisor: _____ Phone: _____
Job Duties: _____

Reason for Leaving: _____

Employer: _____
Address: _____
Job Title: _____ Dates Employed: _____
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Reason for Leaving: _____

Employer: _____
Address: _____
Job Title: _____ Dates Employed: _____
Supervisor: _____ Phone: _____
Job Duties: _____

Reason for Leaving: _____

REFERENCES:

Name: _____ Phone: _____

Relationship: _____

Name: _____ Phone: _____

Relationship: _____

Name: _____ Phone: _____

Relationship: _____