VOLUNTEER PROGRAM

FIRST JUDICIAL DISTRICT ATTORNEY

JEFFERSON AND GILPIN COUNTIES

Investigative/Legal Assistant to assist with Petitions to Seal Criminal Records, Evidence Disposition Requests and Consumer Fraud

Specific duties include (with guidance from staff members):

- Data entry
- Preparing form letters
- Filing
- Pulling data from internal and external sources
- Copying, scanning
- Reviewing data on the District Attorney's website, identifying broken links and outdated information
- Sending written materials
- Other duties as needed

Requirements for this position include:

- ✓ Working knowledge of basic computer programs, specifically Access, Excel and Word (specific training will be provided)
- ✓ Ability to work a photocopy machine
- ✓ Extreme attention to detail
- ✓ Handle confidential information professionally
- ✓ Ability to work independently
- ✓ Must be 18 years of age and submit to and pass a criminal history background check and have valid Colorado driver's license.

Complete application below and send to:

Mark C. Pautler
District Attorneys 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: _____

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

School: _____
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: _____
Supervisor: _____ Phone: _____
Job Duties: _____
_____
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: _____