



OFFICE OF THE DISTRICT ATTORNEY

Jefferson and Gilpin Counties

Peter A. Weir, District Attorney

FIRST JUDICIAL DISTRICT ATTORNEY'S OFFICE Volunteer Paralegal Intern Requirements

The First Judicial District Attorney's Office, representing Jefferson and Gilpin counties, prosecutes criminal violations, provides victim services, Diversion services, and investigates criminal activities.

The paralegal plays an important role in the successful prosecution of large, complex criminal cases and often includes working on first degree murder cases.

A volunteer paralegal intern would work in the paralegal unit of the District Attorney's Office, providing general support including data entry, creating files, copying, filing, etc.

The Jefferson County District Attorney's Office is the largest law office in Jefferson County and is a busy, fast-paced and very interesting place to work. The ideal candidate for this internship would possess the following qualifications:

- Strong organizational skills, detail-oriented, pleasant, articulate, and professional.
- Good desk-top publishing skills, particularly Microsoft Word and Excel. It is important that the volunteer be comfortable learning new programs and systems.
- An independent worker who does not need much immediate supervision. This would include having the ability to take a project through to completion using resources available throughout the office.
- Well-organized, flexible, resourceful, bright, intelligent, mature, and interested in the criminal justice process (although experience is not required).

The volunteer in this position will work closely with a paralegal as assigned.

Please submit your resume to:

Cindy Baldwin, Paralegal
First Judicial District Attorney's Office
500 Jefferson County Parkway
Golden, CO 80401
PHN: 303.271.6806
cbaldwin@jeffco.us

APPLICATION FOR VOLUNTEER ASSIGNMENT



FIRST JUDICIAL DISTRICT ATTORNEY'S OFFICE
Jefferson and Gilpin Counties

PETER A. WEIR, DISTRICT ATTORNEY

500 Jefferson County Parkway
Golden, CO 80401
303-271-6800
303-271-6888 (fax)

Please submit by mail or fax, "Attention Mark C. Pautler"

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: _____

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: _____