VOLUNTEER PROGRAM



FIRST JUDICIAL DISTRICT ATTORNEY

JEFFERSON AND GILPIN COUNTIES

VOLUNTEER VICTIM COMPENSATION/RESTITUTION ASSISTANT

Victim compensation and restitution are direct reimbursements that a convicted offender pays to the victim, either by judge order or application process. Reimbursements are intended for crime related expenses including medical bills, funeral and burial costs, etc. and can help victims to regain control of their normal lives. The Victim/Witness Program Manager is seeking a Victim Compensation/Restitution volunteer assistant to help support the program.

Duties include:

- contacting victims of crime to provide and obtain compensation and restitution documents
- verifying current victim contact information
- developing case files
- tracking completed compensation and restitution

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:

- > Strong communication and empathy skills
- Familiarity with Microsoft Office and scanning
- 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 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?YesNo	
Have you ever plead to or been convicted of a crime?Yes (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 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:		
C-11.		
School:		
Dates Attended:		
Location:		
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Degree:		
School:		
Dates Attended:		
Location:		
Major:		
Degree:		
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School:		
Dates Attended:		
Location:		
Major:		
Degree:		
WORK HISTORY: (Please li	ist in reverse chronological order)	
Address:		
	Dates Employed:	
	Phone:	
Job Duties:		
Reason for Leaving:		
Employer:		
Address:		
Job Title:	Dates Employed:	
	Phone:	
Job Duties:		
Reason for Leaving:		

WORK HISTORY continued:

Employer:		
Address:		
Job Title:	Dates Employed:	
	Phone:	
Job Duties:		
Reason for Leaving:		
Employer:		
Address:		
Job Title:	Dates Employed:	
	Phone:	
Address: Job Title: Supervisor: Job Duties:	Dates Employed: Phone:	
REFERENCES:		
REFERENCES.		
Name:	Phone:	
Relationship:		
Name:	Phone:	
Relationship:		
Name:	Phone:	
Relationship:		