

Clifford E. Riedel
District Attorney

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1st ASSISTANT DISTRICT ATTORNEY
Mitchell T. Murray

2nd ASSISTANT DISTRICT ATTORNEY
Emily A. Humphrey

CHIEF DEPUTY DISTRICT ATTORNEYS
Andrew J. Lewis
Daniel M. McDonald
David P. Vandenberg
Gregory K. Biggers
Robert J. Percifield

Job Description – Central Services Intern/Volunteer

Build your resume, gain experience, volunteer.

Function:

Assists in the provision of administrative support for the entire Office of the District Attorney and performs activities associated with supporting an imaging and records management center.

Key Responsibilities:

- Assist in the maintenance of physical and electronic files.
- Scanning and indexing of documents into the imaging system.
- Ensure documents are clear and indexed properly.
- Complete various Media upload tasks.
- Perform other duties as appropriate or necessary for the performance of the job.

Qualifications:

- High School Diploma or G.E.D. (minimum)
- Knowledge of routine software and business applications, including but not limited to, word processing, spreadsheets, presentation software, and databases.
- Strong organizational skills to complete multiple tasks.
- Ability to scan documents, record and deliver information, and follow oral as well as written instructions.
- Communicate clearly and concisely, both verbally and in writing.
- Ability to work in a team and production environment.

Supervision: Central Services Manager

Time Commitment:

- Applicant must be willing to commit to a minimum of 10 hours per week for 10 weeks.

Training and Support:

- New hire orientation
- On-the-job training.
- On-going support is provided by the Central Services Manager and Volunteer Coordinator.

Benefits:

- Will gain a greater understanding of the internal administrative workings of the District Attorney's Office.
- Will have further refined valuable administrative and clerical skills that can be carried into the future.