

Clifford E. Riedel
District Attorney

201 LaPorte Avenue, Suite 200
Fort Collins, Colorado 80521-2763

Phone: (970) 498-7200
Fax: (970) 498-7250



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 – Victim Witness Intern/Volunteer Restitution Assistant

Build your resume, gain experience, volunteer.

Function:

Support the Restitution Coordinator by gathering, organizing, and validating information from crime victims that is used to prepare restitution orders.

Key Responsibilities:

- Utilize computerized data entry equipment and multiple file maintenance programs to enter, store, and/or retrieve necessary information.
- Screen files for identification of victims who need or are requesting restitution.
- Mail Victim Impact Statements to property crime victims and complete follow-up procedures.
- Prepares correspondence that advises victims of how to request restitution.
- Document receipt of Victim Impact Statements and information given by victims of need for restitution.
- Skillfully and tactfully handle conversations with victims and assist them in obtaining information pertaining to restitution procedures.
- Provide clerical support to the Restitution Coordinator and/or Victim Witness Division staff.
- Any other VOCA duties as assigned

Qualifications:

- High School diploma or G.E.D.
- Computer, writing, and typing skills – familiarity with Microsoft Office, Google email, able to complete data entry of files, and assist in preparation of legal documents.
- Ability to take initiative and work independently.
- Strong organizational skills to complete multiple tasks, while being flexible with cross training.
- Ability to record and deliver information and follow oral as well as written instructions.
- Comfortable talking on the phone and be adaptable to performing professionally when confronted with persons acting under stress.

Supervision: Volunteer Coordinator

Training and Support:

- New hire orientation.
- On-the-job training that is progressive in nature.
- On-going support is provided by the Restitution Coordinator and Volunteer Coordinator.

Time Commitment:

- The ideal candidate is able to commit to 12-15 hours per week for one year.

Benefits:

- Experience working with crime victims.
- Gain a working knowledge of the Court system for future employment/career changes.
- Develop and refine valuable people and clerical skills that can be carried into the future.
- Possible letters of recommendation from professionals.