Name of organization: District Attorney’s Office (Butte County)

Address(es): 25 County Center Drive
Oroville, CA  95965

Telephone: 538-7411                Fax: 538-7071

Contact person: Francisco “Poncho” Zarate CDA

Title: Francisco “Poncho” Zarate (Chief Deputy District Attorney)

Telephone (If different than above):  538-7385
E-mail address: fzarate@buttecounty.net
E-mail address for office use only

Office Hours:  Monday - Friday
             8:00 a.m. – 5:00 p.m.

Best time to call: After 10:00 a.m.

Please indicate if your agency is a:

  ___X____ Government agency   or   501C3 # ______________

Purpose of agency:

The prosecution aspect of law enforcement

Population/ages served:

Butte County citizens of all ages

Area served:

Butte County

Agency expectations of students (duty/attitude description):

Must be responsible, confidential, articulate and willing to learn the workings inside the District Attorney’s office.

Any previous experience or qualifications required:

Criminal Justice background helpful, but not necessary. Computer skills are mandatory.

Describe any volunteer supervision:

Volunteers will work under constant supervision
Possible ways Butte College students could serve your organization/clientele:

* Assist attorney with pre-trial and trial proceedings
* Learn about law
* Learn about rules and procedures of the court
* General office assistance
* Legal transcription
* Writing skills in legal format
* Legal research ability is highly needed

Days/times available for volunteers: Number of students (per day or shift):

Monday – Friday
8:00 a.m. – 5:00 p.m.
From 2 – 4 students

Available for job shadowing? __X__yes _____no

Minimum commitment length:

20 hours in 4 hour per day time blocks

One-time event or on going:

On-going need

Orientation/training requirements:

On-site interview and orientation is required. Must sign a liability waiver provided by the District attorney’s office.

Special needs/requirements:

Background check