



The 4th Judicial District Attorney's Office



## Volunteer Opportunity

The District Attorney for El Paso and Teller Counties has a volunteer opportunity for a:

### **DISTRICT COURT - VICTIM LOCATION SPECIALIST**

The Victim Location Specialist, under the direction of the Manager of District Court and Senior Restitution Coordinator, will support the work of locating victims that are needed for court hearings, informational updates and/or trial testimony. The volunteers chosen for this assignment will gain valuable experience in location techniques working with various databases and search engines. Our Victim Location Specialists will collect and document information regarding missing individuals and provide that information to the Senior Restitution Coordinator.

***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 common goals.*
- *Gaining valuable experience on the inner workings of the criminal justice system.*

***Requirements for this position include:***

- *Fluent with internet search engines, databases, and MS Office*
- *Minimum commitment of at least 6 months and preferably 1 year, longer more preferable, 8 hours per week*
- *Confidentiality of the highest importance*
- *Must be 18 years of age and submit to and pass a criminal history background check.*

**For more information or to submit your resume for consideration please contact:**

**Gwen Stein**  
105 E. Vermijo Avenue  
Colorado Springs, CO 80903  
719-520-6037  
[gwenstein@elpasoco.com](mailto:gwenstein@elpasoco.com)  
Website  
[www.4thjudicialda.com](http://www.4thjudicialda.com)