



The 4th Judicial District Attorney's Office



Volunteer Opportunity

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

VICTIM/WITNESS LOCATE SPECIALIST

The Victim/Witness Locate Specialist, under the direction of the Chief Investigator and/or Deputy Chief Investigator, will support the Investigations Division in locating victims and witnesses that are needed for court hearings and/or trial testimony. The people chosen for this assignment will gain valuable experience in location techniques working with various databases and search engines. Our Victim/Witness Locate Specialist will collect and document information regarding missing individuals and forward that information to the case assigned Investigator. The Specialist will also be tasked with assisting Investigators with criminal histories searches that will be needed prior to trial.

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:

- *A working knowledge with internet search engines, databases, and MS Office.*
- *Minimum commitment of 12 hours per week (hours and number of days worked during the week are flexible).*
- *Must be 18 years of age and submit to and pass a criminal history background check.*
- *Must be fingerprinted and pass a state security test.*

We invite you to explore this and other exciting opportunities in the Investigations Division.

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

**Gwen Stein 719-520-6037 gwenstein@elpasoco.com
http://dao.elpasoco.com/Volunteer_Program**

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