



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 EVIDENCE RELEASE TECHNICIAN

The District Court Division Manager is seeking individuals who would assist in the preparation of evidence release forms. The Evidence Release Technician will be responsible for screening documents for accuracy, scanning papers, checking on case disposition, locating current contact information on individuals, and preparing notices to release evidence forms as well as motions to release.

***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:***

- *Long term volunteer opportunity*
- *1-2 days per week desired*
- *Working knowledge of internet searches, databases as well as MS Office*
- *Keen attention to detail*
- *Neat and legible handwriting*
- *Must be a minimum of 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 719-520-6037 [gwenstein@elpasoco.com](mailto:gwenstein@elpasoco.com) or  
Fran Tirman: 719-520-6072, [frantirman@elpasoco.com](mailto:frantirman@elpasoco.com)  
[http://dao.elpasoco.com/Volunteer\\_Program](http://dao.elpasoco.com/Volunteer_Program)**

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