



The 4th Judicial District Attorney's Office



Volunteer Opportunity

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

COUNTY COURT VICTIM/WITNESS LOCATION SPECIALIST

The County Court Victim/Witness Locate Specialist, under the direction of the Manager of County Court, will support the County Court Department 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 Deputy District Attorney or to the Manager of County Court. The Specialist will also be tasked with assisting the Attorneys / and or the Manager of County Court 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:

- *Fluent with internet search engines, databases, and MS Office*
- *Minimum commitment of at least one year, longer more preferable,*
- *hours per week (hours and number of days worked during the week are flexible)*
- *Confidentiality of the highest importance*
- *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:

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