

Job Description

Position Title: Assistant District Attorney, Civil Division

Location: Cleveland County District Attorney's Office, District #21

Status: Full time – Exempt

Salary: \$65,000 - \$70,000 Dependent on experience

Position Summary:

Primary responsibilities include representation of elected county officials, various county boards, commissions, and authorities.

Minimum Requirements:

Education/Training: J.D. from an accredited law school, general civil litigation experience. Must be admitted to the Oklahoma State Bar and be in good standing.

Closing Date:

Applicants may submit a resume postmarked no later than May 12, 2023.

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Purpose:

The Civil Division of the District Attorney's Office is statutorily responsible for the representation and defense of the three counties in District 21: Cleveland, McClain, and Garvin, including their governing bodies, the Board of County Commissioners, as well as the other five (5) elected officials: the Sheriff, County Clerk, Court Clerk, Treasurer, and Assessor. The Civil Division serves as general counsel to these counties and provides legal advice and counsel regarding the performance of each elected official's statutory duties as well as a variety of other legal issues, such as labor and employment, purchasing, contracts, application of the Oklahoma Governmental Tort Claims Act, and compliance with the Oklahoma Open Meeting and Open Records Acts. The Civil Division also represents various county boards, commissions, and authorities, including the Boards of Equalization and Excise Boards.

In addition to other elected officers, the Civil Division also provides representation to the elected District Attorney in various civil matters, including, but not limited to, the review and approval of expungement requests, the prosecution of civil asset forfeitures, review of personal property return applications, and mental health involuntary civil commitments.

Required Knowledge, Skills, and Competencies:

- Methods and techniques for conducting legal research
- Strong analytical and critical thinking skills

- Directing and/or performing independent and difficult research, analyzing, appraising and applying legal principles, facts, and precedents to complex issues
- Presenting statements of fact, law, and argument clearly and logically in written or oral form
- Presenting, explaining, or arguing cases to administrative commissions, boards, and courts
- Strong organization skills
- Strong work ethic and representation of the District Attorney's Office and all county officials in a professional manner.

Special Requirements:

This position requires travel within the 21st Judicial District. A vehicle is provided by the agency for work related travel.