

## **JOB ANNOUNCEMENT**

POSITION TITLE: Assistant District Attorney – District 24 (Creek and Okfuskee Counties)

LOCATION: Creek County, Oklahoma

STATUS: Full-Time Exempt, Immediate Opening

CLOSING: Open until filled

SALARY: Commensurate with experience and qualifications

BENEFITS: Full State of Oklahoma benefits including generous monthly allowance for health coverage, paid sick and vacation leave earned monthly. Paid holidays.

POSITION SUMMARY: **District 24** is seeking an Assistant District Attorney for the Creek County District Attorney’s Office to perform a variety of professional duties, including prosecution of misdemeanors and felonies from intake through trial. Also, the successful applicant may be required to handle juvenile delinquent and deprived cases, mental health matters, civil matters for county officers, and to give advice to county officers.

In addition, applicants must possess strong writing and research skills, and the ability to effectively communicate and work with victims, witnesses, law enforcement, the courts, and other agencies.

The current position is based in Sapulpa, but the successful applicant may be required to handle cases in courthouses in Bristow and Okemah, as well as in venues of cases which may be assigned by the Oklahoma attorney general.

REQUIREMENTS: Juris Doctorate from an ABA-accredited law school; admitted to the Oklahoma State Bar in good standing; and admitted or eligible for admission to relevant federal courts.

Please submit resume with references (if desired) and any supporting documentation to the Creek County District Attorney’s Office. Materials should be sent via email to [mike.loeffler@dac.state.ok.us](mailto:mike.loeffler@dac.state.ok.us) or mailed with attention to District Attorney Max Cook or First Assistant District Attorney Mike Loeffler, 222 E. Dewey Ave. Rm. 302, Sapulpa, OK 74066.

Questions may be addressed to the same or by phone to 918-224-3921.