

Job Announcement

POSITION TITLE: Assistant District Attorney

LOCATION: Jackson County – District Three

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.

POSITION SUMMARY: District 3 seeks a prosecutor who will be responsible for a variety of legal duties specifically: prosecution of criminal offenses, including misdemeanors and felonies; handling of juvenile cases, including neglect, delinquency, providing legal services related to county government operations; and other duties assigned. Specific assignment duties will vary based on experience.

JOB DESCRIPTION: Prosecution of all levels of criminal cases, including juvenile, and county civil practice.

MINIMUM REQUIREMENTS: Experience is not required, will consider newly licensed attorneys and those sitting for the July bar exams.

Position Requirements and Qualifications:

- Juris Doctorate from accredited law school.
- Admitted to and in good standing with Oklahoma Bar Association or scheduled for next Oklahoma Bar exam.
- Possess excellent oral advocacy, legal analysis and legal writing and editing skills.
- Display strong organizational, interpersonal communication, problem solving and teamwork skills.
- Must secure and maintain a favorable background investigation.
- Preference to live within one of the counties in District 3 (Jackson, Greer, Kiowa, Harmon, and Tillman) within a reasonable period of employment.

To Apply: applicants should submit a cover letter, resume, and references to emilie.shaw@dac.state.ok.us

Disclaimer: This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an

individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.

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