

Job Announcement

POSITION TITLE: Civil Division Administrative Assistant

LOCATION: Cleveland County

STATUS: Full-Time, Immediate Opening

CLOSING: May 15th, 2024

SALARY: \$30,000 to \$36,000

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

JOB RESPONSIBILITIES:

- The Civil Division represents the elected District Attorney on civil matters including, but not limited to, the review and approval of expungement requests, the prosecution of civil asset forfeitures and the review of personal property return applications.
- Represents the State of Oklahoma in mental health civil commitment proceedings under Titla 43A of the Oklahoma Statutes.
- Serves as General Counsel to county elected officials including the County Commissioners, the Sheriff, County Clerk, Court Clerk, Treasurer and Assessor.
- Represents various county boards, commissions, and authorities.
- The Administrative Assistant will work with assigned attorneys to accomplish these services.

REQUIRED SKILLS:

- Interview callers, arrange appointments and handle office details.
- Initiates correspondence requiring knowledge of the office procedure and county government.
- Demonstrates knowledge of and supports mission, vision, value statements, standards, policies, and procedures.
- Works effectively in a team environment, participating and assisting their peers.
- Knowledge of current office technologies including but not limited to Teams, Microsoft Word, Outlook, and Excel.
- Self-motivated.
- Strong attention to detail.
- Strong written and communication skills.
- Ability to prioritize and manage multiple responsibilities.
- Dependable and reliable.
- Experience preferred but not necessary.

EDUCATION:

- High school graduate or greater.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Work is typically performed in an office setting with climate-controlled settings and exposure to noise levels determined by the office environment. While performing the duties of the job, the employee is required to talk, stand, bend, walk, and reach with hands and arms requiring periods of sitting or standing and daily use of computer and phone. It also requires the occasional use of the office machinery in accordance with safety and security protocols.

TO APPLY:

Applicants should submit a resume and references.

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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