

# NOTICE OF JOB OPENING

**Where: Tulsa County District Attorney**

**Position Available:** Civil Division ADA

**Duties:**

Prosecute or defend all civil actions in which Tulsa Co. is interested or a party;

Advise and assist the grand jury empaneled in Tulsa Co;

Give opinions and advice to the Tulsa Board of County Commissioners and other civil officers of Tulsa Co., when requested;

Act as advisor to the Tulsa Co. District Attorney in all civil matters concerning the office;

Represent the Tulsa County District Attorney and/or his employees in all civil litigation concerning the office;

Represent judges, other counties and officers and other D.A.'s by special appointment of the Attorney General;

Other duties as assigned by the division Chief.

**Qualifications:** Civil experience needed. Employment law experience preferred.

**Agency Information:**

**Salary Range:** Depends on experience.

**Applications Accepted Until** June 30, 2008

**SUBMIT RESUME AND COVER LETTER TO:**

**Email:** lhannath@tulsacounty.org

**OR**

**Mail To:** Tulsa County District Attorney

Attn: HR Director/Civil

500 S. Denver, Suite 900

Tulsa, OK 74103