

Job Announcement

POSITION TITLE: Criminal Prosecutor – ADA

LOCATION: Cleveland County

STATUS: Full-Time, Exempt, Immediate Opening

CLOSING: Open Until Filled/ Specific Date

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. (if applicable)

JOB RESPONSIBILITIES:

- Review incoming law enforcement reports to determine viability of filing criminal charges.
- Evaluate assigned cases for prosecutorial merit and possible plea negotiations.
- Research and write legal motions.
- File appropriate written motions when needed.
- Competently, expeditiously, and professionally handle all assigned court appearances.
- Prepare cases for trial.
- Assist other law enforcement agencies.
- Continually develop, maintain, and improve all skills necessary to perform daily prosecutorial duties.

MINIMUM REQUIREMENTS:

- Juris Doctorate from accredited law school
- Admitted to and in good standing with Oklahoma Bar Association
- Experience is not required, but prior prosecution experience preferred.

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 cover letter, 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.

The Oklahoma District Attorneys Council (DAC) provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type based on race, color, religion, age, sex (including gender identity or expression and pregnancy), national origin, sexual orientation, disability status, genetics, protected veteran status, or any other characteristic protected by federal, state, or local laws. DAC also has a strict no-retaliation policy that prohibits retaliation against individuals who report discrimination or harassment, or who participate in investigations into such conduct. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall transfer, leaves of absence, compensation, and training.