

DISTRICT ATTORNEY, DISTRICT 21

**Job Title:** Assistant District Attorney

**Division:** Innovative Prosecution Solutions Division

**Location:** District 21 - Cleveland County

**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.

### **Job Summary**

The Assistant District Attorney will use their experience and knowledge to develop creative and innovative ways to reduce crime and recidivism within the community. They will utilize a grant-funded software that will map our cases and provide insight into crime trends and patterns within Cleveland County.

### **Job Functions**

They will be trained and educated to use a mapping software system to showcase crime trends and case information to inform law enforcement and the community on those trends and cases. They will oversee the Community Advisory Board which facilitates productive conversations regarding crimes affecting certain areas or populations and to identify potential solutions. This ADA will need to be skilled in facilitating those conversations, receiving to potential criticism, and responding with solutions. The ADA will also adapt to a flexible working schedule so as to attend community meetings and events, as well as work with other ADAs on prosecuting cases directly related to the conversations within community outreach. They will need to take initiative in this role to continue its development and success. Additionally, they will write reports that are required by the grant the funds this position.

### **Essential Duties and Responsibilities:**

- Develop creative and innovative ways to reduce recidivism and crime
- Collaborate with law enforcement and community entities to find solutions
- Manage and input data into the ArcGIS software
- Be able to present information to other ADAs, law enforcement, and community groups
- Assist other ADAs with the ArcGIS software

- Attend software trainings/classes online – stay trained and up to date on software management
- Oversee the Community Advisory Board
- Work with other ADAs on cases directly relating to community outreach
- Intake and review charges submitted by law enforcement
- Attend meetings and events with law enforcement and the community
- Be available and reachable to the public
- Be able to take feedback from community
- Facilitate productive conversations on how the criminal justice system may be improved
- Identify trends and anomalies in different crimes
- Be able to adapt and create this position to be complete goals of the grant
- Complete progress reports for grant requirements
- Stay informed of any and all changes in the law related to the office, office policies, and county government.
- Assist other staff members as requested
- Work with other ADAs on cases directly relating to community outreach
- Maintain licensure to practice law in the State of Oklahoma and comply with mandatory CLE requirements
- Other tasks assigned by DA

### **Minimum Requirements**

Experience is not required, but prior prosecution experience preferred.

Juris Doctorate from accredited law school.

Admitted to and in good standing with Oklahoma Bar Association.

**To Apply:** Applicants should submit a cover letter, resume, and references

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