

## **Job Announcement**

**POSITION TITLE:** Assistant District Attorney

**LOCATION:** Oklahoma City – Oklahoma County

**STATUS:** Full-Time, Immediate Opening

**CLOSING:** Open Until Filled

**SALARY:** Commensurate With Experience and Qualifications \$55,000-\$73,000

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

### **POSITION SUMMARY:**

The Oklahoma County District Attorney is seeking a motivated and detail-oriented attorney to join our District Attorney Diversion Team. Diversion programs such as DUI court, Drug Court, Mental Health Court, and Veteran's Court help justice involved individuals overcome substance use disorders and mental health challenges in a community setting. As an Assistant District Attorney on the Diversion Team, you will be responsible for actively managing the process from intake to graduation or termination from the program. The ideal candidate will have a strong sense of justice and will work well independently and collaboratively.

### **JOB DESCRIPTION:**

- Actively participates in staffing, makes real-time decisions and recommendations to the Court and court team.
- Makes eligibility determinations for applicants.
- Completes case management and preparation for court staffing.
- Communicates well with treatment, opposing counsel, judiciary, and other court team members in the diversion process in a non-adversarial manner.
- Conducts termination hearings.
- Provides administrative duties including accurate record keeping.

### **EDUCATION AND EXPERIENCE:**

- Juris Doctor (J.D.) degree from an accredited law school
- Admission to the Oklahoma Bar Association
- Prior prosecution experience is a plus but not required.

### **KNOWLEDGE AND SKILLS:**

- Strong sense of justice and desire to learn treatment court best practices.
- Excellent judgment and verbal communication abilities
- Prior prosecution experience is a plus but not required.
- Ability to work independently and manage multiple tasks simultaneously.
- Detail-oriented with a high level of accuracy in work product.

### **TO APPLY:**

Applicants should submit a cover letter, resume and references to the following:  
**Gillian.Robins@oklahomacounty.org** or call Gillian at 405.713-1620 with any inquiries.

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