

DISTRICT ATTORNEYS COUNCIL

JOB OPENING

POSITION: Assistant Executive Coordinator

APPLICATIONS ACCEPTED THROUGH: January 5, 2024

Application Materials: Cover letter, Resume, and References

Salary: Commensurate with Experience

Status: Exempt

About the Agency

The District Attorneys Council (DAC) is located north of downtown Oklahoma City in Mid-town, and it is the administrative and coordinating agency for the 27 district attorneys in Oklahoma. The agency provides required training for the district attorney system, handles payroll and insurance, serves as a legislative liaison, is the state administering agency for several federal grants, and serves as home to the Oklahoma Crime Victims Compensation Board. To learn more about DAC, please visit our website at <https://www.ok.gov/dac/>.

Position Summary

The Oklahoma District Attorneys Council seeks applicants to fill the position of Assistant Executive Coordinator. This position is a statutory office pursuant to 19 O.S. Section 215.28. The Assistant Executive Coordinator serves as the chief deputy to the executive officer of the Oklahoma District Attorneys Council, a state agency charged with providing services to District Attorneys and other constituencies as provided by law. The Assistant Executive Coordinator must devote full time to the duties of the office and may not engage in the private practice of law. The Assistant Executive Coordinator is an at-will position and will receive compensation commensurate with that of a First Assistant District Attorney, which includes full State benefits.

Qualifications:

- Must be licensed to practice law in Oklahoma.
- Prior experience as a District Attorney or Assistant District Attorney or having held an equivalent position in state or federal government preferred.
- Experience with the legislative process and prior management experience are preferred.

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.