

JOB ANNOUNCEMENT

POSITION TITLE: Receptionist/Administrative Assistant – District 24 Creek County

LOCATION: Sapulpa, Oklahoma

STATUS: Full-Time, 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.

POSITION SUMMARY: **District 24** is seeking a Receptionist/Administrative Assistant at the Creek County District Attorney's Office to perform a variety of professional duties. Responsibilities and duties include processing of cases, filing of paperwork, data entry, answer/direct calls and general support to visitors in the office. Other duties may be assigned. Keeping a professional and courteous demeanor is expected.

In addition, applicants will need to effectively communicate and work with victims, witnesses, law enforcement, the courts, and other agencies.

REQUIREMENTS High School diploma or equivalent required.

Please submit resume with references and any supporting documentation to the Creek County District Attorney's Office. Materials should be sent via email to kimberly.hight@dac.state.ok.us or mailed with attention to District Attorney Max Cook, 222 E. Dewey Ave. Rm. 302, Sapulpa, OK 74066.

Questions may be addressed as above or by phone to 918-224-3921.