

JOB TITLE: Crime Strategies Unit Prosecutor

DEPARTMENT: Criminal

FSLA STATUS: Exempt

SALARY: \$50,000 - \$55,000 with full benefits, retirement, paid sick and vacation time

WORK SCHEDULE: Monday-Friday 8:30-5:00. May be required to work after hours and on weekends.

SUMMARY:

Work as an Assistant District Attorney to prosecute repeat offenders in Tulsa County. Design and launch a Crime Strategies Unit that focuses on identifying and prosecuting priority offenders, with the goal of reducing recidivism.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as business needs change.

- Reviews general misdemeanor and felony incoming cases to identify appropriate candidates for case review and specialty prosecution
- Works with a Crime Data Analyst to identify priority offenders, including extreme repeat offenders
- Partners with another prosecutor to develop a Crime Strategies Unit that uses prosecution best practices to reduce recidivism
- Reviews police reports involving repeat offenders and makes charging decisions
- Conducts court proceedings at all stages of the criminal process
- Communicates with crime victims to gather facts about the case, set up safeguards that will prevent further victimization of the victim by the defendant, and order restitution
- Negotiates plea agreements
- Attends staffing meetings and answers email in a timely manner
- Develops relationships with community and contractual partners
- Considers the impact to the defendant, victim, and community as a whole when making decisions on a case
- Attends seminars on local, state, and national level to secure continuing education in specialized areas of the law
- Works closely with law enforcement to implement strategic prosecution of particularly prolific criminal offenders
- Deploys creative and intelligent solutions to permanently stop repeat offenders, including focused deterrence, as appropriate
- Meets grant requirements and maintains accurate records to ensure grant objectives are correctly reported and public safety impacts are measurable

EDUCATION and/or EXPERIENCE:

REQUIRED:

- Knowledge of Oklahoma criminal statutes

- Must be able to handle highly sensitive and confidential information
- Ability to work with both law enforcement and treatment providers
- Strong ethical decision making that takes into account justice, equity, candor, and human dignity
- J.D. degree from accredited law school

PREFERRED:

- Experience developing policy and programs in the criminal justice sector or other complex arenas
- Knowledge of best practices and research related to criminal justice and recidivism

CERTIFICATES, LICENSES, REGISTRATIONS: Must be licensed to practice law by the State of Oklahoma Bar Association.