

JOB TITLE: Elder Abuse 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 elder abuse in Tulsa County. Lead a team of law enforcement and victim service professionals in conducting case review of instances of older and vulnerable adult exploitation and abuse.

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
- Forms and leads a multidisciplinary team of prosecutors, law enforcement, victim service providers, forensic experts, and others to review cases
- Reviews police reports involving older and vulnerable adult victims and makes charging decisions
- Meets with victims and assists in coordination of victim services
- 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
- In coordination with Department of Human Services, conducts outreach to older and vulnerable adults to prevent victimization
- Meets grant requirements and maintains accurate records to ensure grant objectives are correctly reported and public safety impacts are measurable

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION and/or EXPERIENCE:

REQUIRED:

- Knowledge of Oklahoma criminal statutes
- Must be able to handle highly sensitive and confidential information
- Ability to work with law enforcement, victim service providers, and community partners
- Strong ethical decision making that takes into account justice, equity, candor, and human dignity
- J.D. degree from accredited law school

PREFERRED:

- Prior demonstrated interest in elder abuse and/or financial exploitation
- 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.