

DISTRICT ATTORNEY, DISTRICT 21

Job Description: Cleveland County Assistant District Attorney

JOB TITLE: Assistant District Attorney / Juvenile Division

SUMMARY: The Assistant District Attorneys assigned to the juvenile division prosecute all cases relating to children and families which fall within the statutory parameters of Title 10A et seq. (Youthful Offender, Delinquent, In Need of Supervision, and Deprived); and are responsible for overseeing that division and its efficient operation.

Some of the job functions include: Reviewing and evaluating reports from Juvenile Services Unit with accompanying police report to determine if any action should be taken by our office, such as the filing of a delinquent petition; speaking to and meeting with victims, as well as effectively work with OJA and DHS agencies, multiple police departments and juvenile service agencies; researching and writing legal motions, file appropriate written motions when needed; competently, expeditiously and professionally handle all assigned court appearances, and prepare cases for trial. Continually develop, maintain and improve all skills necessary to perform daily prosecutorial duties.

This is a salaried position with full state benefits. Submit resume, reference and cover letter to: Greg Mashburn, District Attorney, 201 S. Jones, Suite 300, Norman, OK 73069 or by email to: Lori.Anderson@dac.state.ok.us