

NOTICE OF JOB OPENING

Where: Tulsa County D.A.'s Office

Position Available: Legal Support Staff in Criminal Information Center

Duties: The Criminal Information Center is responsible for issuing subpoenas, entering minutes, preparing dockets, processing charges, preparing discovery and a variety of other duties for the felony team.

Qualifications: Clerical experience a must. Legal experience preferred. Must be able to work in a fast-paced, high stress environment.

Agency Information:

Salary Range: \$22,000 - \$24,000, depending on experience.

Applications Accepted Until June 20, 2008

SUBMIT RESUME AND COVER LETTER TO:

Email: lhannath@tulsacounty.org

OR

Mail To: Tulsa County District Attorney's Office

Attn: HR Director

500 S. Denver, Suite 900

Tulsa, OK 74103