

# Oklahoma District Attorneys Council

## NOTICE OF JOB OPENING

### **POSITION:**

TRAINING ASSISTANT

### **APPLICATIONS ACCEPTED:**

Open until filled.

### **Salary Range:**

\$32,000-\$38,000

### **SUBMIT RESUME & COVER LETTER TO:**

[careers@dac.state.ok.us](mailto:careers@dac.state.ok.us)

Mail to:

District Attorneys Council  
Attention: Human Resources  
421 N.W. 13<sup>th</sup> Street, Ste. 290  
Oklahoma City, OK 73103

### **FUNCTION:**

This position will assist with coordinating training efforts of the District Attorneys Council, including victim services, prosecution services, and domestic violence and sexual assault. This includes working with the Training and Outreach Division to assist with the preparation of materials to be used in conducting, and scheduling and coordinating various workshops, classes or seminars designed to address those needs for which the DAC is the primary sponsor, pursuant to the direction of the Training and Outreach Director. It will also include outreach responsibilities including publications, website and social media.

### **SPECIFIC DUTIES & RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Assist with planning and coordinating professional education and training programs for various groups throughout the state.
- Responsible for tracking, and responding to, requests for training and technical assistance.
- Assist with training and conference site identification and preparation of site proposals for which the DAC is the primary sponsor.
- Provide assistance with the collection, assessment and implementation of the training needs and the current training available.
- Responsible for preparation and collection of training conference information and materials to be used in conducting and/or facilitating training, meetings or seminars, including conference registration, lesson plans, training guides, participant manuals and other materials.
- Responsible for collecting, collating and reporting CLE and CLEET credit information for all conference attendees and reporting of same to the responsible statewide entity for proper

accreditation within thirty (30) days of the conclusion of each conference for which the DAC is the primary or secondary sponsor.

- Prepare requisitions for conferences and training events pursuant to Finance Division requirements.
- Responsible for updates to the District Attorneys Council website and Sharepoint.
- Prepare tri-annual publication which is disseminated to prosecutors.
- Prepare monthly electronic publication disseminated to the District Attorney System.
- Responsible for creating, updating and maintaining social media outlets as directed.
- Provide support for the Coordinated Community Response Specialist, Training and Education Specialist and Director of Training and Outreach.
- Assist with answering the main telephone switchboard for the agency.

### **QUALIFICATIONS:**

- Bachelor's degree and one year of experience in training or human resource development or completion of a master's degree in adult education or human resource development or an equivalent combination of education and experience, substituting one year of qualifying experience for each year of the bachelor's degree. Master's degree applicants will be considered for the higher salary level.
- Knowledge of the procedures and techniques of business communications, spelling, punctuation, business English, modern office methods, computer operations, business arithmetic and public relations.
- Proficiency in Word, Outlook, PowerPoint and Excel computer programs required; ability to develop web design and management, including conference registration software strongly preferred.
- Knowledge or experience in webpage development.
- Knowledge of social media use and development.
- Excellent communication skills, both oral and written.
- Self-motivated with exceptional organizational skills, including the ability to plan, coordinate and evaluate activities in multiple areas.
- Excellent interpersonal skills.
- Some overnight travel required for training conferences and preparation of site proposals.
- Some strenuous activity required in conjunction with training conferences.

The District Attorneys Council is the administrative state agency for Oklahoma's 27 District Attorneys. The agency provides required training for personnel within and without the district attorney system, processes payroll and benefits, serves as legislative liaison, coordinates the state's Drug Task Forces, coordinates with the Department of Human Services - Child Enforcement Division, administers various federal programs, and serves as home to the Oklahoma Crime Victims Compensation Board.

This is an unclassified state position with full state benefits. Criminal background check required.