

Oklahoma District Attorneys Council
Administrative / Investigative Assistant
Uninsured Vehicle Enforcement Diversion (UVED) Program

Position Description

Job Title: Administrative / Investigative Assistant
Division: Uninsured Vehicle Enforcement Diversion (UVED) Program
Salary: \$16.00/hour (part-time)
FLSA Status: Non-Exempt
Supervisor: UVED Program Director/Prosecutor
Application Materials: Cover letter, Resume, and 3 Professional References

Open Until July 10th, 2023.

The District Attorneys Council (DAC) is seeking a part-time (19 hours/week) staff member with administrative and/or investigative skills for our UVED Program located in our Oklahoma City office. The UVED Program's unique purpose and environment is great for retired law enforcement officers. Anticipated part-time schedule is Monday/Tuesday (9:00-4:00) and every other Wednesday (9:00-4:00).

The Role:

If applicant was a former commissioned officer, he or she will perform visual review of images using proprietary software to process uninsured vehicle violations through:

- Reviewing photographic evidence of uninsured vehicle license plates;
- Verifying visual match of data and submitting cases to UVED Director;
- Managing and processing large batches of violations in a timely manner; and
- Consistently and accurately documenting completion of each step of the process.

Note, Investigators will rarely be called to testify in court.

Whether or not commissioned, perform a variety of tasks to assist the UVED Director in the administration of the UVED Program, including:

- Answering citizens' questions via phone and email;
- Utilizing proprietary software to manage thousands of cases;
- Investigating citizen disputes regarding UVED matters;
- Consulting with Director and Lead Investigator on policies and procedures; and
- Assisting with community outreach events.

Essential baseline qualifications:

- Exhibit above-average comfort level with using technology to facilitate work;
- Demonstrate ability to concentrate and maintain a high level of attention to detail;
- Maintain a professional appearance, attitude, and attendance record; and
- Work well within a team environment while functioning independently under minimal supervision.

Qualifications:

- High School diploma or equivalent;
- Good eyesight (this position heavily relies on computers);

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- Positive “can-do” attitude;
- Completed a background check and fingerprinting by federal security agencies; and
- Must adhere to a strict drug-free workplace policy.

This job description is intended as a summary of the primary responsibilities and qualifications for this position and is not inclusive of all duties an individual may be asked to perform.

The Oklahoma District Attorneys Council (DAC) provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type based on race, color, religion, age, sex (including gender identity or expression and pregnancy), national origin, sexual orientation, disability status, genetics, protected veteran status, or any other characteristic protected by federal, state, or local laws. DAC also has a strict no-retaliation policy that prohibits retaliation against individuals who report discrimination or harassment, or who participate in investigations into such conduct. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall transfer, leaves of absence, compensation, and training.