

JOB DESCRIPTION

POSITION TITLE: ASSISTANT DISTRICT ATTORNEY

DEPARTMENT: DISTRICT ATTORNEY'S OFFICE
DISTRICT 17 – MCCURTAIN, CHOCTAW
AND PUSHMATAHA COUNTIES

STATUS: FULL TIME – EXEMPT

SALARY: BASED ON LEVEL OF EXPERIENCE

CLOSING DATE: OPEN UNTIL FILLED

POSITION SUMMARY: Pushmataha County is seeking an Assistant District Attorney to perform a variety of professional duties involved in providing a full range of legal services related to County government operations; to prosecute criminal offenses, including misdemeanors and felonies; assist in juvenile cases, including neglect, delinquency and child in need of supervision cases; and other duties as assigned. Level of duties may vary based on experience.

MINIMUM REQUIREMENTS:

Education/Training: Requires a Juris Doctorate from an accredited law school, responsible legal experience in government, criminal and civil law preferred. Prior courtroom experience preferred. Must be admitted to the Oklahoma State Bar and be in good standing.

If interested please submit a resume
with supporting documentation to the following address:

District Attorney Mark Matloff
108 N Central, Suite 1
Idabel, OK 74728
Office 580-286-7611
Fax 580-286-7613
Email: tammy.toten@dac.state.ok.us