**POSITION TITLE:** Assistant District Attorney

**LOCATION:** Murray County Office, Sulphur, OK

**STATUS:** Full-Time

**WHEN:** Immediate Opening

**SALARY:** Commensurate with experience

**CLOSING DATE:** Open until filed.

# POSITION DESCRIPTION:

Located in the heart of Lake Country, District 20 is the home to Lake Murray, Lake Texoma, Lake of the Arbuckles and the Chickasaw National Recreational Center, Turner Falls, as well as Lake Crest Hotel & Casino at Lake Murray, Winstar Casino, Artesian Hotel & Casino, and soon the Hard Rock Café at Lake Texoma. Murray County is the home to the Artestian Hotel & Casino and Sulphur Hot Springs. The oﬃce is located in the county seat of Sulphur, Oklahoma. This oﬃce is a one Assistant-one ADA oﬃce. The oﬃce is open Monday -Friday 8:30-5 and closed for an hour for lunch.

# JOB DESCRIPTION:

* The Assistant District Attorney is responsible for managing satellite oﬃce with little daily oversight.
* Attorney will prosecute all crimes varying in severity from traﬃc citations, drug crimes, violent crimes of all types, misdemeanor and felony crimes alike.
* Attorney will be responsible for ﬁling, prosecuting, and representing the State in all facets of the criminal case in Murray County and occasional traﬃc to the other counties.
* Attorney may advise county oﬃcials as requested.
* Attorney will handle all juvenile cases including deprived and delinquent.
* Attorney will work closely with other attorneys, staﬀ, partner agencies, law enforcement, defense attorneys and the bench.

# MINIMUM REQUIREMENTS:

* Prior prosecution experience is preferred but not required.
* 1 + years of legal experience.
* Juris Doctorate from accredited law school. Admitted to and good standing with Oklahoma Bar Association.
* Applicants must possess strong writing and research skills, and the ability to eﬀectively communicate and work with law enforcement, elected oﬃcials, attorneys, and other agencies.
* Must be able to pass a ﬁngerprint and background check and have no criminal history.

**To apply: Send your resume, cover letter, references, and writing sample to Cassie Hightower, 107 1st Avenue SW, Ardmore, OK 73401 or email to** **cassie.hightower@dac.state.ok.us****.**

**Disclaimer**: 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 in this position might be asked to perform or of all qualifications that may be required now or in the future.

*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.*