

Title: Legal Assistant

Location: Tulsa County District Attorney's Office – Tulsa, OK

Description: The Criminal Information Center provides support to Assistant District Attorneys in the prosecution of criminal cases for the Tulsa County District Attorney. CIC legal assistants prepare legal documents for felony and misdemeanor cases, provide docket management, oversee filing and record all case management information in data systems. The Legal Assistant may be required to attend court when needed for real time data entry. They must perform the job with attention to detail, commitment to deadlines and have the ability to work well with multiple attorneys and assignments, as part of a team of information specialists. We are looking for candidates with a sound work ethic and an interest in public service who will uphold the highest ethical standards.

Requirements:

- Excellent organizational and data management skills with strong attention to detail
- Ability to work independently and with initiative as well as to be part of a team
- Ability to multitask in a busy environment, working with multiple attorneys and members of legal staff
- Legal assistant must have ability to work with speed and accuracy.
- Computer skills, primarily MS Office including Word and Excel, and knowledge of office machines such as phone, copier/fax and printer
- Strong interpersonal, written and spoken communication skills
- Knowledge of legal terminology a plus
- Ability, with or without accommodation, to meet the physical requirements of the job, which is in a high-traffic office setting with moderate noise; While performing the duties of this job, attendant is regularly required to talk and hear, stand and walk, sit, bend and stoop; use hands and fingers to handle and manipulate objects; must occasionally reach overhead with hands and arms, and may be required to lift or move up to twenty (20) pounds. Close vision is required.

Education/Experience – High-School Diploma or equivalent. Relevant work experience preferred.

\$30,000 Annually with full State of Oklahoma benefits, including monthly allowance for purchasing health coverage; paid sick leave and vacation earned monthly.

Work Schedule: Monday through Friday, 8 a.m. to 5 p.m.

Email cover letter & resume to Staci Eldridge @ seldridge@tulsacounty.org