

Comanche & Cotton County District Attorney's Office

EMPLOYEMENT:

The Comanche County District Attorney's Office has various job categories that are required to operate and maintain all criminal, juvenile and civil cases filed by our offices within the District Court of Comanche and Cotton Counties. The applicant will be working with sensitive and confidential information and will be expected to maintain the strictest confidentiality. Starting salary \$35,000 yearly based upon experience. Full State of Oklahoma benefits, including generous monthly allowance for health coverage, paid sick and annual leave earned monthly. Paid holidays.

ADMINISTRATIVE ASSISTANT:

Duties will include but not limited to, answering phones, scheduling dockets, drafting legal documents, filing legal documents with Court Clerk's Office, pulling, and filing daily files. Applicant will need to possess strong reading comprehension, attention to detail and the ability to work within a time sensitive deadline on occasion. Applicant must be self-motivated and efficient. Applicant will maintain a working relationship with prosecutors, defense attorneys, judges, police officers along with many other professionals within the legal system. Hours: Mon-Fri 8:00 a.m. – 5:00 p.m. Location: Comanche County Courthouse, 315 SW 5th Street, Room 502, Lawton, OK 73501 and Cotton County Courthouse, 301 N. Broadway Street, Walters, OK 73572.

Please send resume with references to Marlys.Smith@dac.state.ok.us