



**KYLE CABELKA  
DISTRICT ATTORNEY**

FIFTH DISTRICT  
COMANCHE AND COTTON COUNTIES

**Comanche County Courthouse**  
315 S.W. 5th Street, Room 502 • Lawton, Oklahoma 73501  
580-585-4444

**EMPLOYMENT**

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 office within the District Court of Comanche County. The applicant will be working with sensitive and confidential information and will be expected to maintain the strictest confidentiality. Start salary - \$30,000 - \$35,000 yearly based upon experience. Benefits and retirement package offered.

**VICTIM ADVOCATE**

Will work along side with the Victim/Witness Coordinator. Duties will include but not limited to, assisting victims with gathering information required to file Crime Victim's Compensation Applications, sending letters to victims, communicating to victims when court dates are scheduled and assisting with any needs pertaining to court hearings, property releases, calculating restitution owed to victims, precise record keeping, answering phones, handling of office files, data entry along with various other office duties. Applicant will need to possess strong reading and comprehension, attention to detail. Applicant must be self-motivated and efficient. Applicant will maintain a working relationship with Prosecutors, defense attorneys, Judges and Police Officers along with many other professionals within the legal system.

**JUVENILE SECRETARY**

Duties will include but not limited to, maintaining all Juvenile and Mental Health cases filed by the District Attorney's Office within the District Court of Comanche County. Drafting legal documents for Juvenile and Mental Health cases, filing legal documents with Court Clerk's Office, pull and file daily files. Calendar court hearings, communicate with Department of Human Services and Juvenile Bureau daily. Will assist receptionist in answering phone calls, checking in witnesses and payment intake. Applicant will maintain a working relationship with Prosecutors, defense attorneys, Judges and 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 5<sup>th</sup> Street, Room 201, Lawton, OK**

**Please send resume with references to [Marlys.Smith@dac.state.ok.us](mailto:Marlys.Smith@dac.state.ok.us)**