

OFFICE OF THE DISTRICT ATTORNEY

DISTRICT #20

COUNTIES WITHIN DISTRICT:

CARTER-ARDMORE
MURRAY-SULPHUR
MARSHALL-MADILL
JOHNSTON-TISHOMINGO
LOVE-MARIETTA

FULL TIME POSITION- VICTIM WITNESS COORDINATOR ASSISTANT

LOCATION: Victim-Witness Center, 107 1st Avenue SE, Annex 1, Ardmore, OK 73401

STATUS: FULL-TIME, IMMEDIATE OPENING AFTER CLEARING BACKGROUND CHECK

CLOSING: POSITION OPEN UNTIL FILLED

EDUCATION AND EXPERIENCE: High school graduate; work experience with dealing with the public, or an equivalent combination of education and experience.

SALARY: Starting pay depending on work experience.

BENEFITS: Full State of Oklahoma benefits, including benefit allowance for health/dental coverage.

Monthly sick and annual (vacation) leave accruals paid. Paid holidays (if applicable). Retirement benefits paid upon vested employment.

HOURS OF WORK:

Working hours are 8 to 5 Monday thru Friday. During jury terms, may be required to work before or after normal working hours.

POSITION SUMMARY:

Accompany victims to hearings/meetings as needed both in and out of court.

Phone calls or letters to victims to assess victim coping, adjustment, and further needs.

Keep victims and witnesses informed through oral and/or written communication of case status, hearings, and dispositions.

Assist with protective orders and attend all protective order hearings with petitioners.

Keep victims advised of parole hearings.

Assist Victim-Witness Coordinator in her duties.

Draft letters to Parole Board regarding offenders on parole docket.

Pulling files for next day's court docket.

EQUAL OPPORTUNITY EMPLOYMENT:

The State of Oklahoma is an equal opportunity employer and does not discriminate on the basis of genetic information, race, religion color, sex, age, national origin, or disability.

Send resume and cover letter to the District Attorney's Office, 107 1st Avenue SW, Annex 1, Ardmore, OK 73401, or email mariah.coble@dac.state.ok.us