

MELISSA HANDKE
DISTRICT ATTORNEY



20TH JUDICIAL DISTRICT
OF OKLAHOMA

OFFICE OF THE DISTRICT ATTORNEY

Carter County Office
Carter County Annex # 1
107 1st Avenue SW
Ardmore, OK 73401
(580) 223-9674
Fax (580) 221-5504

JOB ANNOUNCEMENT

POSITION TITLE: PART-TIME/FULL-TIME ASSISTANT DISTRICT ATTORNEY

LOCATION: CARTER COUNTY OFFICE, ARDMORE, OK

STATUS: PART-TIME/FULL-TIME

WHEN: IMMEDIATE OPENING

POSITION DESCRIPTION: Assistant District Attorney to handle civil matters, advising county officials, civil forfeitures, legal opinions, postconviction applications, prosecution of criminal offenses (felonies and misdemeanors) and other duties assigned.

MINIMUM REQUIREMENTS: Prior prosecution experience is preferred but not required. 3-5 years of legal experience in civil matters/prosecution. Understanding of civil litigation. 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.

SALARY: Commensurate with experience and part-time/full-time status.

CLOSING DATE: Open until filed.

Ardmore is more than a great place to work and do business – it's a great place to call home. With a low cost of living, cosmopolitan amenities and old school hospitality, the town offers a quality of life that can't be beaten. We would love to have you join our team.

To apply: Send your resume, cover letter, references, and writing sample to Melissa Handke, District Attorney, 107 1st Avenue SW, Ardmore, OK 73401 or email to melissa.handke@dac.state.ok.us. You may also apply on workday.ok.gov.

Carter County • Johnston County • Love County • Marshall County • Murray County