

Job description – Support Staff

LOCATION: 211 N. Robison, Oklahoma City, Oklahoma

SALARY: Starting salary is \$32,000.00 annually with a 90 day performance review

SCHEDULE:

- .Monday to Friday, 8:00 am to 5 pm
- In person

BENEFITS:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

POSITION SUMMARY:

- The support staff position will have 5 Assistant District Attorney's assigned to them.
- Updating their daily docket with new court dates.
- Issuing subpoenas when needed.
- Closing out cases as needed.
- Filing amended information, endorsements, or other case related documents.
- Works collaboratively but separately, in a non-adversarial manner, with other team employees, Assistant District Attorneys, and sometimes Judges and police officers.
- Must be able to maintain confidentiality.
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JOB REQUIREMENTS:

- Be able to multitask.
- Comfortable in a fast-paced work environment
- Must be up to speed with technology.
- Work well with others
- Being able to separate personal and work.
- Employed with 1 year job experience (preferred)
- Must be punctual and exemplary attendance.
- Excellent typing skills
- Microsoft Word experience
- Good communication skills

KNOWLEDGE AND SKILLS:

- Job candidates must have maturity and excellent people skills, should be detail oriented, and enjoy working on a team and understand team dynamics.
- Data input numbers and names.
- **Attendance and reliability are of the utmost importance.**

SPECIAL REQUIREMENTS/PROHIBITIONS:

- Must have a valid driver's license.
- Honesty and Integrity.
- Must pass criminal background check