

SECRETARY-BAILIFF POSITION AVAILABLE

The Secretary-Bailiff is an officer of the Court whose duties include assisting and serving as an administrative assistant to the Associate District Judge and Special District Judge in Custer County. Responsibilities include, but are not limited to, the following:

- administrative assistant to judges, including office management
- communicates with general public, attorneys, court reporters, clerk's office, and interpreters
- assists judges during proceedings and maintains confidentiality of information obtained in court

Knowledge and Skill/Ability Requirements:

- Strong interpersonal skills
- Excellent oral and written communication skills
- Strong computer skills, ability to use standard office equipment
- Excellent organizational skills with an ability to work independently

Education and Experience Requirements:

- High School graduate or equivalent GED certificate. Legal assistant training is beneficial but not required.
- Experience performing administrative duties in a professional environment
- Experience with Microsoft Office applications (MS Word and Outlook scheduling)
- Bilingual (Spanish) language skills are beneficial, but not required.

The District Court is an Equal Opportunity Employer

Please send a resume to Judge Stephanie C. Jones, via email at stephanie.jones@oscn.net or mail with **postmark dated no later than February 7, 2025** to Judge Stephanie C. Jones, P.O. Box 180, Arapaho, OK 73620.

PLEASE DO NOT CONTACT THE COUNTY CLERK REGARDING THIS POSITION