

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
- Detail oriented with the ability to retain information quickly
- Experience with multi-line phone systems with ability to handle simultaneous calls and exercise proper phone etiquette
- Ability to multi-task in a fast-paced environment

Education and Experience Requirements:

- Prior experience in a legal or courtroom setting. Legal assistant training is beneficial but not required
- High School graduate or equivalent GED certificate
- 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 Dana J. Hada, via email at dana.hada@oscn.net or mail to Judge Dana J. Hada, P.O. Box 180, Arapaho, OK 73620. Applications will be accepted until the position is filled and no longer posted.

PLEASE DO NOT CONTACT THE COUNTY CLERK REGARDING THIS POSITION