

OKLAHOMA CORPORATION COMMISSION
HUMAN RESOURCES DEPARTMENT
UNCLASSIFIED POSITION VACANCY ANNOUNCEMENT

To apply, submit a resume, cover letter with contact information, and a copy of your most recent evaluation if applicable to the **OKLAHOMA CORPORATION COMMISSION**, P.O. Box 52000, Oklahoma City, OK 73152-2000, or email to HR3@occemail.com or fax to 405.522.3658 prior to the closing date and time specified below. If you need assistance, please call 405.521.3596.

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ANNOUNCEMENT NUMBER: 2019-81/LDM PIN NUMBER(S): 18500176 NO. OF VACANCIES: 1

POSITION TITLE: SR ATTORNEY CODE: 7223 Pay Band: U ANNUAL SALARY RANGE: \$67,000 - \$73,000

POSSIBLE UNDERFILL: ATTORNEY III CODE: 7222

POSTING DATE & TIME: March 19, 2019 8:00 a.m.

CLOSING DATE & TIME: April 15, 2019 4:30 p.m.

FLSA LISTING: X EXEMPT NON-EXEMPT EEOC: Professional

IMMEDIATE SUPERVISOR: Susan Conrad, Deputy General Counsel

LOCATION OF WORK: Jim Thorpe Building, Oklahoma City, OK

DESIRABLE QUALIFICATIONS:

Applicant must be admitted to the Oklahoma Bar and have three (3) years of experience in the practice of law with one (1) year of litigation experience. Some experience with Oil & Gas is preferred. Should be proficient in the use of personal computers including word processing, data management, and legal research.

EXAMPLES OF WORK PERFORMED: The functions within this position will vary, but may include the following:

- **Represents the Oil & Gas Conservation Division in litigation before Administrative Law Judges.**
- **Reviews cases; prepares memoranda of facts and law; initiates the filing of legal documents with administrative tribunals; prepares and tries all aspects of the case.**
- **Prepares and/or presents the Division’s case on appeal.**
- **May advise Commission on questions of law or administrative policy involved in the operation of the Commission and its contacts with industry, private and professional associations, state or local government and general public.**
- **Drafts, reviews and proposes Commission decisions; analyzes the record, including transcriptions of testimony and pleadings; evaluates the facts; analyzes issues of law.**
- **May draft proposed legislation and rule changes, prepares reports on proposed legislation and rule changes, and makes recommendation with regard thereto.**

NOTE: When submitting resume, applicants must submit a writing sample.

APPLICANT SOURCE: **ALL SOURCES**