

**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](mailto: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: **2018-64/LDM**      PIN NUMBER(S): **18500131**      NO. OF VACANCIES: **1**

POSITION TITLE: **SR Administrative Law Judge**      CODE: **7231**      Pay Band: **U**      SALARY RANGE: **\$61,000-\$69,000**

POSSIBLE UNDERFILL:      **Administrative Law Judge, III**      CODE: **7230**

POSTING DATE & TIME:      **January 3, 2018 8:00 a.m.**

CLOSING DATE & TIME:      **January 17, 2018 4:30 p.m.**

FLSA LISTING: **X** EXEMPT       NON-EXEMPT      EEOC: **Professional**

IMMEDIATE SUPERVISOR:      **Mary Candler, Managing Deputy Administrative Law Judge**

LOCATION OF WORK:      **Judicial & Legislative Services/Jim Thorpe Building, Oklahoma City, OK**

**DESIRABLE QUALIFICATIONS:**

**Admission to the Oklahoma Bar Association and two (2) years of experience in the practice of administrative law relating to the oil and gas industry, fuel, public utility or transportation industries**

**TYPICAL FUNCTIONS:**

- **Conduct hearings, determine pertinent issues and makes recommendation.**
- **Researches laws, regulations, policies and prior decisions and precedents to prepare for hearings and issue reports**
- **Determines findings of fact and conclusions of law in cases under review**
- **Questions witnesses and rules on objections, motions and admissibility of evidence; reviews documentary evidence and determines elements of a complete case record; affords due process to each party**
- **Answers inquiries regarding matters over which the Commission has jurisdiction**
- **May serve on an appellate panel**

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

APPLICANT SOURCE: **ALL SOURCES**