

**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: 2019-29/LDM                      PIN NUMBER(S): 18500189                      NO. OF VACANCIES: 1

POSITION TITLE: DEPUTY GENERAL COUNSEL                      CODE: 7275    Pay Band: U    ANNUAL SALARY: \$75,700.00

POSTING DATE & TIME:                      September 27, 2018    8:00 a.m.

CLOSING DATE & TIME:                      October 11, 2018    4:30 p.m.

FLSA LISTING: X EXEMPT    NON-EXEMPT                      EEOC: Professional

IMMEDIATE SUPERVISOR:                      Natasha Scott, Managing Deputy General Counsel

LOCATION OF WORK:                      Judicial and Legislative Services/Transportation  
Jim Thorpe Building, Oklahoma City, OK

**DESIRABLE QUALIFICATIONS:**

Applicant must be admitted to the Oklahoma Bar; at least five (5) years experience in the practice of law in the following areas: administrative, environmental, general, oil and gas, public utility regulation, or transportation, including three (3) years of litigation experience, and one (1) year of experience in a supervisory capacity. Some experience with administrative law 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 Transportation 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.
- Manages, supervises, directs, coordinates and evaluates the activities other attorney(s).
- 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**