

COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING

POSITION: Attorney (Unclassified service)
SALARY: Commensurate with experience
DATE POSTED: April 1, 2011
CLOSING DATE: Open until filled
LOCATION: CLEET
2401 Egypt Road
Ada, Oklahoma 74820

Job Summary:

Under general supervision, processes private security and peace officer actions; presents cases at hearings and handles appeal proceedings concerning disciplinary actions.

Description of Tasks:

- Processes private security and peace officer disciplinary actions.
- Presents the case of the agency at hearings, handles appeal proceedings concerning disciplinary actions.
- Conducts legal research and serves as back-up instructor for basic and continuing education courses, or other duties as assigned.
- Completes other job related tasks as prescribed by general counsel, assistant director or director.

Knowledge and Skills:

- Knowledge of the Administrative Procedures Act and the Open Meetings Act preferred.
- Computer proficiency required. Preferred software includes Microsoft Office, Powerpoint, and the Internet.
- Ability to plan, organize and evaluate training activities to meet training needs and priorities; to recognize, explore and use a broad range of ideas and practices; and to think logically and creatively without undue bias.
- Skill in conducting several projects simultaneously, in establishing and maintaining satisfactory and effective working relationships with others, and in organizing and presenting facts and opinions clearly and concisely, both verbally and in writing.

Education and Experience:

- Must be licensed to practice law in Oklahoma.
- Previous experience in criminal law is desirable.

Application: Submit letter of application, resume, writing sample and names/addresses of three references to CLEET at above address.