

COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING

POSITION: Paralegal (Unclassified service)
SALARY: \$30,000.00 Annually
DATE POSTED: October 27, 2011
CLOSING DATE: November 10, 2011
LOCATION: CLEET
2401 Egypt Road
Ada, Oklahoma 74820

Job Summary:

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

Description of Tasks:

- Processes private security and peace officer disciplinary actions.
- Assists general counsel with presenting the case of the agency at hearings and handling appeal proceedings concerning disciplinary actions.
- Conducts legal research
- Completes other job related tasks as prescribed by general counsel, assistant director, or director.
- May represent agency at various board and committee meetings

Knowledge and Skills:

- Position requires knowledge of the Administrative Procedures Act and the ability to use Microsoft Word or Wordperfect.
- 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:

- Formal paralegal training required
- Previous experience in criminal or administrative law is desirable

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