

ATTORNEY
Oklahoma Conservation Commission

Job Description

Real Property: Draft easements, release of easements and other legal instruments needed by the Oklahoma Conservation Commission, Conservation Districts, or watershed project sponsors. Perform examinations of real property instruments and files and provide assurances, attorney opinions and certifications needed by the OCC, Conservation Districts, or watershed project sponsors. Assist the OCC, Conservation District, or watershed project sponsor with the acquisition of real property rights and interests through negotiation or litigation with landowners.

Watershed Operation & Maintenance: Prosecutes and defends watershed operation & maintenance litigation matters. Drafts and sends letters on behalf of the Oklahoma Conservation Commission and/or Conservation Districts in response to watershed easement violations. Negotiates settlement of disputed easement violations on behalf of Conservation District project sponsors.

Contracts and Agreements: Draft or review contracts and agreements and other general counsel functions involving the Oklahoma Conservation Commission or Conservation Districts. Represent OCC and/or Conservation Districts in contract or agreement negotiations or disputes with other parties.

State and Federal Laws: Maintain a working knowledge of state and federal laws that are directly applicable to the OCC or Conservation District programs and operations.

Legal Research: Performs legal research as requested by supervisor, agency director or assistant director.

Litigation: Represents the OCC or Conservation District to prosecute or defend litigation matters; prepares temporary restraining orders; research, preparation and filing legal pleadings and documents for litigation; representation at court; provides oversight of outsourced attorney services involving litigation.

Leadership and Professional Development: Provide instruction and education to the OCC, Conservation Districts, and Conservation Partnership through presentations, seminars and workshops.

Performs other duties as requested by supervisor, agency director or assistant director.