

Oklahoma Department of Corrections
Unclassified Job Descriptor

GENERAL COUNSEL

Basic Purpose:

Positions in this job manage, direct, and coordinate the operations and functions of the department's legal services.

Typical Functions:

- Provides advice and guidance on legal matters and administrative policy and procedure affecting the operations of the department to the director, the Board of Corrections, and the department's administrators, managers, and supervisors; issues legal opinions; prepares requests for attorney general's opinions; may serve as the department's representative at official meetings which involve legal issues related to the operations of the department.
- Ensures that the department and its interests are represented at all applicable forums; directs the activities of staff attorneys to include the development, preparation, and presentation of cases under litigation or dispute and the representation of the department and its employees.
- Evaluates, recommends and drafts legislation which impacts the operations of the department; serves as a liaison with members of the governor's office and legislature.
- Ensures that the department's grievance and affirmative action programs are in compliance with applicable state and federal laws, rules and guidelines and appropriate department procedures are promulgated.
- Responsible for the department's administrative review of inmate misconducts and grievances, and that the program is in compliance with applicable laws and guidelines and appropriate department procedures are promulgated.
- Manages the budget, staff, and resources of the assigned area.

Knowledge, Skills, and Abilities

Knowledge of legal principles and their application; of legal research methods; of the scope of Oklahoma statute and constitution; of the principles of administrative and constitutional law; of trial and hearing procedure; and of the principles of supervision. Skill in and ability to direct and perform complex legal research; to analyze and apply

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legal principles, facts, and precedents; to communicate effectively and persuasively both orally and in writing; and to supervise and direct the activities of others.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Active membership in the Oklahoma Bar Association/graduation from an accredited law school with a Juris Doctorate and four (4) years of experience in the practice of law, two (2) of which must have been in an administrative or supervisory capacity.

Preferred Qualifications: Same as above, with experience in an area related to corrections or public law.