



OKLAHOMA ETHICS COMMISSION

JOB POSTING GENERAL COUNSEL

The Oklahoma Ethics Commission is seeking a General Counsel. This position will provide advice to the Commissioners of the Ethics Commission and to the Executive Director. All applicants must be active members in good standing with the Oklahoma Bar Association.

The Commission was created as a constitutional Commission with the power to write and enforce civil ethics laws for conduct of state officers and employees, campaigns for elective state office, and initiatives and referenda. The Commission has limited statutory authority for enforcement of the Political Subdivisions Campaign Finance and Financial Disclosure Act. The Commission has a small staff and a collaborative work environment.

Responsibilities

- Advise the Commission and Director regarding state law applicable to state agencies, boards, and commissions, including knowledge of state constitutional law as it applies to the Commission.
- Develop and maintain knowledge of first amendment law as it relates to campaign finance, lobbying, and government officers and employees.
- Develop and maintain knowledge of the state Ethics Rules and other law impacting the Commission.
- Interact with the regulated community with the highest level of courtesy and professionalism regarding application of the Ethics Rules to specific fact situations by determining the relevant facts and ensuring the Rules are applied consistently.
- Research and draft proposed changes to the Ethics Rules as assigned.
- Coordinate investigations of alleged violations of the Ethics Rules by reviewing complaints, publicly available information, issuing subpoenas, interviewing witness, and taking statements under oath.
- Draft legal memoranda, advisory opinions, settlement agreements, court pleadings, and discovery requests.
- Represent the Commission in Court as necessary.
- Conduct legal and non-legal research under tight deadlines.
- Conduct educational programs and develop resources as assigned.
- Monitor legislation impacting the state's Ethics laws and Commission.
- Other duties as assigned.

Resumes should be submitted to ethics@ethics.ok.gov or Oklahoma Ethics Commission, 2300 N. Lincoln Boulevard, G-27, Oklahoma City, OK 73105.