



**OKLAHOMA BUREAU OF NARCOTICS AND DANGEROUS DRUGS
CONTROL**

**4545 N. Lincoln Boulevard, Suite 11
Oklahoma City, OK 73105
405-521-2885 / 1-800-522-8031**

VACANCY ANNOUNCEMENT
(OPM-92s Pending Approval)

Opening Date: May 18, 2007 • Closing Date: 5 p.m., May 29, 2007

Job Family / Code: LAW ENFORCEMENT NARCOTICS AGENT II / G24B
Alternate Hire / Code: LAW ENFORCEMENT NARCOTICS AGENT I / G24A
Position Numbers: 47700061, 47700086
Announcement Number: 07-11
Pay Band / Salary Range: J / \$4,088.50 - 4,906.25 per month (Level II)
I / \$3,489.58 - 4,187.50 per month (Level I)
Number of Vacancies: 2
Work Locations: Oklahoma City Headquarters
Division: Enforcement

Applicants must be willing to relocate to any place of assignment in the state and to any Bureau division.

Application Filing Procedures: Applicants must have permanent status or be eligible for reinstatement to the classified service to be considered. Please submit to Human Resources on or before the closing date a:

- Cover letter that includes the title of the position, announcement number, and daytime telephone number,
- Completed Office of Personnel Management Personal Data Summary Sheet (OPM-4B),
- Resume, and a
- Copy of the most recent completed employee service evaluation (PMP).

Requirements: Written test administered by OPM. Non-OBN applicants must pass a background investigation and polygraph examination. All applicants must pass a physical fitness exam. A trial period may be required. If hired below full performance, incumbent may be promoted after meeting performance standards and minimum qualifications.

Education and Experience Requirements: Requirements at Level II: Must be 21 years of age and have a bachelor's degree from an accredited college or university plus one year of drug enforcement experience. Requirements at Level I: Must be 21 years of age and have a bachelor's degree from an accredited college or university. For a job family descriptor, go to www.opm.state.ok.us, HR and Employee Services. Please review SPECIAL REQUIREMENTS on the job family descriptor.

Major Work Duties: Investigates alleged violations of the State Uniform Controlled Dangerous Substance Act (Title 63) of the Oklahoma Statutes; prepares and presents appropriate cases for prosecution.

Application materials must be received by 5 p.m. on the closing date. Send to: Tina Tate • Human Resources Programs Manager • Human Resources • 4545 N. Lincoln Blvd., Suite 11 • Oklahoma City, OK 73105 • Phones: 405-521-2885 / 1-800-522-8031 • Fax: 405-530-3189

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