



OKLAHOMA BUREAU OF NARCOTICS AND DANGEROUS DRUGS CONTROL
UNCLASSIFIED VACANCY ANNOUNCEMENT

Opening Date: June 29, 2016

Closing Date: July 23, 2016

Job Family / Code: General Counsel
Position Numbers: 47700007
Announcement Number: 16-9
Salary: \$7,674.35 monthly
Number of Vacancies: 1
Work Locations: OKC Headquarters
Division: Administration

Summary of the position:

Serves the Bureau as an advisor on legal matters; assists the Director and Commission by representing OBND in administrative, civil and criminal matters; handles wiretap processes and education.

Application Filing Procedures: Eligible candidates will submit the following items to Human Resources on or before the closing date. (Please contact Crystal Nolen with questions.)

- Letter of consideration including the announcement number;
- Resume of previous job experience, education and case experience;
- Writing sample of a legal document.

Requirements: Applicants must currently be licensed to practice law in Oklahoma.

- A selected *classified* applicant must sign a letter of understanding that they are resigning the classified service to accept the position in the unclassified service.

Education and Experience Requirements: Requirements consist of a Bachelor's degree and Law Degree.

- At least 5 years of experience handling criminal litigation to include jury and sentencing experience. Also, preferred experience includes employment law, trial, motion/argument practice, and related tasks.
- Candidates must exhibit knowledge of Law Enforcement Administrative Leadership concepts.

Major Work Duties:

- Supervises legal team members and renders performance evaluations annually.
- Manages ongoing wiretap cases pertaining to the Bureau and to other local law enforcement agencies as needed; oversees the drafting and execution of wiretap court orders and provides legal guidance for their execution while meeting legal and constitutional requirements
- Directs the agents with property seizures for the determination of forfeitability and subsequently assists in the litigation of civil forfeiture cases;
- Prosecutes various drug or human trafficking cases before various court audiences to include Grand Jury
- Formulates trial strategy, determines sentence sought, conducts plea negotiations, investigates case data and researches applicable case law.
- Leads in all phases of criminal prosecutions;

- Offers teaching and training services;
- Advises in administrative matters that pertain to OBN Registrants;
- Does independent research on a variety of legal issues from a range of sources;
- Renders legal advice to Bureau personnel and other law enforcement on various matters;
- Reviews and analyzes information (e.g., legislation, warrants, case information, contracts, agreements, forms, etc.) to determine legality, liability and advisability of action by OBNDD;
- Provides legal advice on employment law, policy development and leadership practices;
- Travels to various counties around Oklahoma to represent OBNDD in legal matters;
- Operates a variety of modern office equipment, including computer, phone, fax and copier.

Knowledge, Skills, Abilities:

- Perform research to locate applicable legal data from a variety of sources;
- Communicate effectively, both verbally and in writing;
- Read and understand complex legal data (e.g., statutes, case law, contracts, etc.) to extract information, analyze it, and apply to appropriate cases;
- Prepare detailed, legally valid written documents;
- Respond as needed (both during and after regular business hours) to provide legal assistance and direction for law enforcement actions.
- Proficiency in MS Word, Outlook, Excel and the Internet
- Ability to prioritize and multitask in a fast paced environment

Application materials must be received by 5 p.m. on the closing date.

Send to: OKC Headquarters • 419 N.E. 38th Terrace • Oklahoma City, OK 73105

• Phone: 405-530-3145 • Fax: 405-530-3845 • cnolen@obn.state.ok.us

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