

OKLAHOMA BUREAU OF NARCOTICS AND DANGEROUS DRUGS CONTROL
VACANCY ANNOUNCEMENT
UNCLASSIFIED POSITION



Opening Date: April 1, 2016

Closing Date: April 22, 2016

Job Family / Code: Staff Attorney/ 1613
Position Numbers: 47700140
Announcement Number: 16-5
Salary : 4,166.66 - 5,000.00 per month
Number of Vacancies: 1
Work Locations: OBN Headquarters, OKC
Division: Legal

Application Filing Procedures: Please submit to Human Resources on or before the closing date:

- Cover letter identifying title of the position, announcement number and daytime contact information including email address
- Resume
- If currently a state employee, please provide current or most recent PMP evaluation.

Requirements:

- 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.
- Subsequent to conditional offer of employment, a background investigation, polygraph, and drug test must be successfully completed.
- Applicants must possess a valid Oklahoma driver's license at the time of appointment.
- Travel to various parts of Oklahoma will be required to include overnight if necessary.

Education and Experience Requirements:

- Licensed to practice law in Oklahoma
- At least 5 years of experience handling criminal litigation to include jury and sentencing experience.
- Also, preferred experience includes trial, motion/argument practice, administrative and related tasks.

Summary of the position:

Serves the Bureau as an advisor on legal matters; assists the General Counsel and Deputy General Counsel in representing OBNDD in administrative, civil and criminal matters; handles wiretap processes and education.

Typical functions:

- 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;
- Assists in the review of property seizures for the determination of forfeit ability, and subsequently; assists in the litigation of civil forfeiture cases;
- Formulates trial strategy, determines sentence sought, conducts plea negotiations, investigates case data and researches applicable case law;
- Assists or leads in all phases of criminal prosecutions;
- Offers teaching and training services;
- Assists in administrative matters that pertain to OBN Registrants;
- Responds to subpoenas and open records requests;
- 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;
- Travels to various counties around Oklahoma to represent OBNDD in legal matters;
- Operates a variety of modern office equipment, including, blackberry, computer, phone, fax, and copy machine.

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 • 440 N.E. 39th Street • Oklahoma City, OK 73105

- Phones: 405-530-3145 / 1-800-522-8031 • Fax: 405-530-3192 • cnolen@obn.state.ok.us

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