

## Job Opening

#15-01-The Oklahoma Insurance Department has an opening in the Legal Division for an Attorney IV. The salary range is \$55,000 to 65,000. **Submit résumés by 5:00 p.m., January 23, 2015, to:**

Oklahoma Insurance Department  
by e-mail to: [angie.fields@oid.ok.gov](mailto:angie.fields@oid.ok.gov)

### **DEFINITION:**

Under supervision of the General Counsel, performs professional legal work related to Insurance Department's duties to administer and enforce the Oklahoma Pharmacy Act, Insurance Code and related statutes and administrative rules.

### **EXAMPLES OF WORK PERFORMED:**

Prepare letters, memoranda, legal documents, briefs, contracts and other papers or legal documents; prepare administrative and court pleadings, motions and affidavits.

Interview and select appropriate witnesses, prepare witnesses to give testimony, conduct direct and cross-examination, draft findings of fact, conclusions of law and orders based on the decision of hearing officers or judges.

Provide advice and counsel to the Commissioner and Department employees on matters related to the Pharmacy Benefit Act, associated regulations and enforcement.

Draft rules and regulations implementing the Pharmacy Benefit Act and applicable state insurance laws.

Speak before various civic and industry groups, including continuing education seminars, regarding insurance or Department matters.

Respond to telephone and written inquiries from Pharmacy Benefit Managers, pharmacists, employers and the general public regarding legal questions.

Act as a sounding board when difficult issues are discussed by all members of the Legal Division.

Interview and select appropriate witnesses, prepare witnesses to give testimony, conduct direct and cross-examination, draft findings of fact, conclusions of law and orders based on the decision of hearing officers or judges.

Perform other work as required and assigned.

### **KNOWLEDGE AND SKILLS:**

Applicants must have knowledge of legal principles and their application; of legal research methods; of complex contract law; of general pharmacy benefit plan contractual arrangements; of general pharmacy operations, health insurance; of the principles of administrative and constitutional law; of trial and administrative procedures; of the rules of evidence; and of dispute resolution techniques.

Skill in performing research; in applying legal principles, authorities and precedent to fact situations; in presenting statements of fact, law and argument clearly and logically in written and oral form; and in drafting other legal instruments and documents.

### **EDUCATION AND EXPERIENCE:**

A qualified candidate will have an active membership in the Oklahoma Bar Association. Preference will be given to those who have at least 2 years of legal experience; advanced degree may be counted in lieu of experience; at least three years insurance or pharmacy industry experience; at least two years of administrative law or regulatory or contractual or litigation experience.

Contractual experience in the employer benefit plan and/or health benefit plan area is preferred. The chosen candidate will be self-motivated, able to perform most research and writing tasks with no supervision. Must have the ability to present evidence and arguments in adversarial proceedings with limited assistance; able to handle appeals of administrative decisions with limited assistance.

**NOTE:** Employees of the Oklahoma Insurance Department cannot have an immediate relative who is financially interested, directly or indirectly, in any insurer, agency or insurance transaction (except as a policyholder or claimant). The selected applicant must not have a felony conviction and must pass a background check. Individual may be required to pursue NAIC designations as job duties require.

Employees of the Oklahoma Insurance Department are unclassified employees of the state. For benefits offered by the State of Oklahoma to employees of the state, please use this link to access the Office of Personnel Management benefits page at [http://www.ok.gov/opm/HR\\_and\\_Employee\\_Services/index.html](http://www.ok.gov/opm/HR_and_Employee_Services/index.html)  
EEO/AA