

Job Opening

#16-03-The Oklahoma Insurance Department has an opening in the Legal Division for an Attorney. This position will be filled as an Attorney I, II, or III based on education and experience. The salary range is as follows: I-\$50,000 to \$60,000, II- \$60,000 to \$70,000 and III- \$70,000 to \$80,000. This position is open until filled. All interested applicants should submit their resumes to angie.fields@oid.ok.gov.

DEFINITION

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

NATURE of WORK TO BE PERFORMED

Interact with licensees and the public regarding consumer complaints against insurance companies and agents; conducting disciplinary proceedings against agents and insurance companies. Enforcement of laws applicable to pharmacy benefit managers, the Oklahoma Option alternative to workers compensation insurance, insurance holding companies, bail bondsmen, third party administrators, professional employee organizations, HMOs, captive insurance companies, interpretation and enforcement of statutes and regulations (primarily titles 36, 59 75 and 85A Oklahoma Statutes and Oklahoma Administrative Code, Chapter 365).

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

Interview and prepare witnesses, conduct direct and cross-examination, draft findings of fact, conclusions of law and orders.

Provide advice and counsel to the Commissioner and Department employees on matters related to insurance law and the business of insurance.

Draft proposed legislation and regulations.

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

Respond to telephone and written inquiries from licensees and the general public regarding insurance questions.

Perform other work as required and assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and application of legal principles; legal research methods; principles of administrative, statutory and constitutional law; trial and administrative procedures; rules of evidence; and dispute resolution techniques. Skill in performing research; in applying legal principles and authorities to fact situations; in presenting statements of fact, law and argument clearly and logically, in written and oral form; and in drafting documents.

EDUCATION AND EXPERIENCE

Licensed by the Oklahoma Bar Association; some legal experience required.

Requirements for Attorney II-IV based on insurance knowledge, regulatory and industry experience.

Individual may be required to pursue NAIC designations as job duties require.

Additional Factors:

Employees of the Oklahoma Insurance Department are unclassified employees of the state. To see a complete list of benefits offered by the State of Oklahoma to employees of the state click on the following link.

[http://www.ok.gov/opm/HR and Employee Services/index.html](http://www.ok.gov/opm/HR_and_Employee_Services/index.html)

“Equal Opportunity Employer”

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.