JOB OPENING

Job posting #14-02- The Oklahoma Insurance Department has an opening in the Real Estate Appraisers Board Division for a Legal Secretary I. Salary: $28,000 to $34,000. **Submit resumes by 5:00 pm, Tuesday, March 4, 2014** to:

Oklahoma Insurance Department
by e-mail to: humanresources@oid.ok.gov

Summary: Assists the Director of the REAB Division with enforcement responsibilities related to the Real Estate Appraiser Board.

Essential Duties and Responsibilities:
Coordinate with REAB Board Members, Disciplinary Committee, Probable Cause Committee, Board Prosecutors and Board Counsel on various procedural and docketing matters.

Prepares various legal documents and forms; including correspondence of legal nature such as notices, orders, administrative records, motions and subpoenas.

Records and transcribes proceedings of meetings, hearings and conferences, requiring a high degree of accuracy.

Independently researches, locates and assembles legal materials for working files used in docketing cases or information and data for administrative board or Hearing Panel consideration and action; gathers agency data and documents to support various pleadings filed in different courts; develops and maintains files on research sources.

Arranges and coordinates special conferences and meetings; schedules depositions, prepares exhibits for court cases; compiles reports or other materials for use by an attorney or other member of a legal staff. Coordinate with Board Members and other related parties on various procedural and docketing matters.

Perform other clerical duties such as scheduling appointments, providing information to callers, composing and typing routine correspondence, and reading and routing incoming mail. File correspondence and legal documents in office filing system.

Maintain the confidential legal files and hard copy or electronic records.

Assist the Director and attorneys in ensuring that deadlines are met for filing various court actions; files orders, judgments, pleadings, briefs and other documents on behalf of an attorney or Board.

Operates a variety of modern office equipment; screens phone calls and receives visitors; provides information or refers to appropriate official; opens, reviews and distributes mail; disposes of routine matters; prepares correspondence for supervisor's signature.

Qualifications: Minimum of 1 year Legal experience is preferred. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Associates Degree; one year of college or a minimum of High School diploma; with two years related experience and/or training; or equivalent combination of education and experience.

Other Qualifications: To perform this job successfully, an individual should have knowledge of Microsoft Products including Word, Excel, Outlook and ability to function with databases.

Physical Demands: Qualified applicants must be able to move, bend and stand or sit for long periods of time. There are times where moving chairs and/or tables will be involved in the day to day job function. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 Oklahoma Office of Personnel Management benefits page at http://www.ok.gov/opm/HR_and_Employee_Services/index.html. "Affirmative Action/Equal Opportunity Employer"