

JOB OPENING

Job posting #15-02 The [Oklahoma Insurance Department](#) has an opening in the Legal Division for a General Counsel. Salary: Commensurate based on experience. **This position is open until filled, submit resumes to: angie.fields@oid.ok.gov**

DEFINITION

The General Counsel is a member of the senior management team and serves as chief legal advisor for the Commissioner and all of the divisions; supervises the work of the Legal Division and outside counsel, and provides oversight to assigned divisions.

EXAMPLES OF WORK PERFORMED

In conjunction with Commissioner and Deputy Commissioners, develop and implement Department policies, procedures, goals, and directions.

Serve as the primary contact for specific legal and procedural questions from all the Executive Division personnel.

Perform regular and ongoing evaluations of Legal Division employees.

Supervise assigned staff and provide oversight to assigned divisions.

Select hearing examiners.

Individually or as supervisor for Legal Division employees:

- A. Prepare orders, letters, memoranda, legal documents, briefs, contracts and other papers or legal documents; prepare administrative and court pleadings, motions, and affidavits.
- B. Provide advice and counsel to the Commissioner and Department employees on matters related to insurance and general law.
- C. Draft rules and regulations implementing state insurance laws.
- D. Speak before various civic and industry groups, including continuing education seminars, regarding insurance or Department matters.
- E. Respond to telephone and written inquiries from licensees and the general public regarding legal questions.
- F. Attend meetings of various relevant organizations.
- G. 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 the Oklahoma Insurance Code; 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 statutes, administrative rules, pleadings, and other legal instruments and documents.

Must be self-motivated; able to perform all research and writing tasks with no supervision; able to present evidence and arguments in adversarial proceedings without assistance; able to handle appeals of administrative decisions without assistance; mentor and train Legal Division employees, including editing of pleadings and motions and role-playing to prepare for hearings; act as a valuable sounding board when difficult issues are discussed by all members of the Legal Division or in meetings with senior management or other members of the Department; proven ability to act as a trusted advisor; demonstrated management and leadership skills.

EDUCATION AND EXPERIENCE

Juris Doctorate degree from an accredited law school and active membership in the Oklahoma Bar Association; at least eight (8) years of legal experience; advanced degree may be counted in lieu of experience; at least one (1) year of administrative law or regulatory experience; at least three (3) years supervisory or management experience.

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