

JOB OPENING

Job Posting-#14-08. The Oklahoma Insurance Department has an opening in the Legal Division for a Senior Attorney in the Oklahoma City office. The salary range is \$65,000 to \$75,000 (non-negotiable). Submit resumes by Friday, May 9, 2014 to: Oklahoma Insurance Department at HumanResources@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.

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 insurance and general law.

Draft rules and regulations implementing 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 licensees and the general public regarding legal questions. Act as a sounding board when difficult issues are discussed by all members of the Legal Division. Assume substantive decision-making role and provide guidance and leadership to the division.

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 health law; of statutory construction; 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. Candidates will have the ability to mentor less experienced attorneys, including editing of pleadings and motions and role-playing to prepare for hearings.

EDUCATION AND EXPERIENCE:

A qualified candidate will have completed a Juris Doctorate degree from an accredited law school and have an active membership in the Oklahoma Bar Association. At least five (5) years of legal experience; advanced degree may be counted in lieu of experience; at least three (3) years of insurance industry experience; at least two (2) years of administrative law or regulatory or contractual or litigation experience. Transactional experience in the health law area is preferred. The chosen candidate will be self-motivated, able to perform most research and writing tasks with no supervision with management experience. Must have the ability to present evidence and arguments in adversarial proceedings without assistance; able to handle appeals of administrative decisions without assistance.

Employees of the Oklahoma Insurance Department are unclassified employees of the state. For benefits offered by the State of Oklahoma to all employees, please use this link to access the Oklahoma Office of Personnel Management benefits page at http://www.opm.state.ok.us/html/employee_benefits.htm.