

OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYSTEM

POSITION: Law Clerk

LOCATION: 5801 North Broadway Extension, Suite 400
Oklahoma City, Oklahoma 73118

SALARY: Up to \$16.49/hour (depending on qualifications and experience)

DATE: April 23, 2009

The Oklahoma Public Employees Retirement System (OPERS) has an immediate opening for a part-time Law Clerk in the Legal Department. OPERS is a state agency responsible for administering a \$4.5 billion retirement plan for state and local employees and judges. This position offers an excellent opportunity for a 1L or 2L student to gain valuable legal experience in a variety of areas.

The Law Clerk reports to the General Counsel and is responsible for assisting the General Counsel in all legal matters including legal research, drafting pleadings, and preparing arguments for administrative hearings and state court actions. The Law Clerk will conduct investigations of factual issues to ensure legal files contain accurate and relevant information and will compile and organize a variety of data required for litigation and special projects. The Law Clerk will attend administrative and court hearings, file court documents, serve notices, and locate and interview witnesses as needed.

The Law Clerk will review qualified domestic relations orders (QDROs), powers of attorney, trusts, and other legal instruments to determine their legal sufficiency and acceptability and will provide answers to legal questions from agency personnel. The Law Clerk will correspond directly with active and retired members of OPERS, beneficiaries, attorneys, and witnesses.

Those interested should contact Diana Byrd, OPERS HR Specialist, at the address listed above, or call 405-858-6737, or email dbyrd@opers.ok.gov. For more information about OPERS, visit www.opers.ok.gov.

The successful candidate must be admitted to the Carl Albert Executive Fellows Program which is sponsored by the Oklahoma Office of Personnel Management (OPM). For information regarding this program, visit the OPM website at www.opm.ok.gov (click on the *HR and Employee Services* tab and find *Carl Albert Public Internship Program*).

OPERS is an Equal Opportunity Employer