

# OKLAHOMA WORKERS' COMPENSATION COMMISSION

## INSTRUCTIONS FOR SUBMISSION OF ADMINISTRATIVE LAW JUDGE APPLICATION

### READ THESE INSTRUCTIONS CAREFULLY

1. Complete all information required by the application. If you choose to mail or hand deliver your application materials, please provide an original and three (3) copies.
2. The Statute creating the Administrative Law Judge system for the Oklahoma Workers' Compensation Commission requires that the applicant must be licensed to practice law in Oklahoma for not less than three years and must have at least three years of workers' compensation experience before appointment. Please do not submit an application if you do not meet these statutory minimum requirements.
3. If you need additional space, please attach addendum pages directly behind the question to which you are responding.
4. Please submit only one (1) writing sample. If you mail or hand deliver your materials, please do not send original documents. Writing samples submitted to the Commission will not be returned to applicants.
5. Paper applications should be stapled. DO NOT BIND IN A PERMANENT MANNER.
6. Limit letters of recommendations to ten (10) or fewer. These letters are not to be included with your application, but are to be mailed directly to the Commission members. Recommendation letters, petitions, "support" phone calls, etc. may be submitted up until the day before your interview, but will not be accepted on the day of your interview.
7. **WHILE NOT IMPROPER, PERSONAL CONTACTS BY APPLICANTS TO THE COMMISSION MEMBERS ARE DISCOURAGED. QUESTIONS REGARDING ADMINISTRATIVE OR PROCEDURAL MATTERS MAY BE DIRECTED TO TED D. ROSSIER, Assistant Attorney General, Workers' Compensation Commission, 50 N.E. 23<sup>rd</sup> Street, Oklahoma City, OK 73105.**

8. The Commission may re-advertise for the Administrative Law Judge vacancy if fewer than three (3) qualified applications are received.
9. All applications must be submitted to the Workers' Compensation Commission no later than 5:00 P.M. on the published closing date or postmarked no later than midnight of the published closing date. **(THERE WILL BE NO EXCEPTIONS TO THIS REQUIREMENT.)**
10. Applications should be emailed to the address shown in the advertisement, or submitted in a tightly SEALED envelope marked "CONFIDENTIAL", mailed or hand delivered to:

**Oklahoma Workers' Compensation Commission**

1915 N. Stiles Avenue  
Oklahoma City, OK 73105

11. **FAILURE TO FOLLOW THESE INSTRUCTIONS OR FAILURE TO ANSWER ACCURATELY ANY OF THE QUESTIONS CONTAINED IN THIS APPLICATION MAY RESULT IN REJECTION OF THE APPLICATION.**