

Oklahoma Department of Corrections
Unclassified Job Descriptor

ATTORNEY

Basic Purpose:

Positions in this job series perform professional legal work providing legal counsel and representation for the department to include: policy and procedure review, legal research for pre-trial proceedings, contract writing and negotiating, monitoring proposed legislation, consultation with department managers, and representation of the department in a variety of legal forums.

Typical Functions:

- Conducts legal research; analyzes legal issues; reviews policies, procedures, regulations, technical manuals and other related legal issues and questions for the department.
- Performs advisory services and legislative review; provides drafts or comments on proposed legislation or changes in regulations; prepares memoranda or reports outlining facts and legal issues, prepares necessary legal documents and advisory opinions for administrative personnel; consults with, and provides guidance to, department managers.
- Prepares and/or presents cases in administrative hearings, and bench or jury trials; prepares charges, show cause orders, complaints, briefs, motions, and other documents preparatory or incidental to the trial of a case; participates in pre-trial or pre-hearing conferences, conducts pre-trial witness examination, examines and cross-examines witnesses, argues motions before the court or hearing officer and summarizes the department's case; examines or interviews petitioners, claimants and defendants related to charges brought under the administrative regulations of the department; prepares reports, exhibits, and legal memoranda from the records and hearings outlining the factual and legal issues and recommends legal disposition.
- Conducts specialized training for all levels of staff on legal topics such as constitutional law, state statutes, civil rights/employment law and liabilities, and corrections law; responds to inquiries from the public, legislature, or judicial officers.
- Negotiates contractual relations; drafts contracts and other legal instruments or documents; performs consultation to department officials regarding contractual agreements

Oklahoma Department of Corrections
Unclassified Job Descriptor

ATTORNEY

- Examines formal filings for legal sufficiency and full disclosure required by statutes, rules and regulations; conducts or participates in conference with other legal counsels and reviews the opinions and suggestions of other attorneys; makes recommendations for appropriate administrative and court actions.

Knowledge, Skills, and Abilities

Knowledge of legal principles and their application; of legal research methods; of the scope of Oklahoma statutory law and provisions of the Oklahoma Constitution; of the principles of administration and constitutional law; of trial and administrative hearing procedures; and rules of evidence. Skill in performing legal research; the ability to analyze and apply legal principles, facts and precedents to legal problems in a variety of legal areas; skill in effectively presenting statements of fact, law and argument in written and oral form; in drafting statutes and other legal instruments and documents; in dictating correspondence involving the explanation of legal matters; the ability to manage other professional employees.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Active membership in the Oklahoma Bar Association/graduation from an accredited law school with a Juris Doctorate.

Preferred Qualifications: Active membership in the Oklahoma Bar Association/graduation from an accredited law school with a Juris Doctorate and three (3) years of experience in the practice of law.