



OKLAHOMA WATER RESOURCES BOARD

VACANCY ANNOUNCEMENT

06/05/2014 until filled

Assistant General Counsel

Specific Location of Work: Oklahoma Water Resources Board
Administrative Services Division
3800 North Classen Boulevard
Oklahoma City, OK 73118

Salary Range: \$62,500 - \$80,000

The Oklahoma Water Resources Board (OWRB), Oklahoma's only state government agency to be awarded The Oklahoman's 50 "Top Workplaces in Oklahoma," seeks to fill the position of Assistant General Counsel. This position will provide legal advice and review for the agency, including primarily its Planning and Management Division. Primary duties will include review of sufficiency of water right applications and supporting documentation, and notices for water right applications; provide legal review, advice and representation as requested by P&M Division staff or assigned by OWRB management in administrative enforcement actions involving stream water right forfeitures, dam safety, construction of wells and installation of pumps, and other matters as assigned, including but not limited to reviewing or drafting notices of violations and/or hearings, representing the agency as administrative prosecutor in hearings, and participating or assisting in facilitating resolution through negotiation, informal meetings and other processes; provide legal assistance and guidance as necessary for the drafting, adoption and promulgation of rules; provide legal review and assistance to Oklahoma commissioners and support staff on Oklahoma interstate stream compacts; and represent the OWRB in litigation as assigned by the OWRB General Counsel.

Minimum qualifications include a Juris Doctorate degree from an accredited law school, active membership in the Oklahoma Bar Association and three to five years of legal experience. Preference may be given to applicants with state government or water law experience.

Employment with the OWRB offers benefits which include medical, dental, life, disability and vision insurance, medical and health care reimbursement programs, retirement plan, deferred compensation plan, paid holidays and longevity payments after two years of employment. Employees are provided a benefit allowance to spend toward their benefits. Employees earn three weeks paid annual and three weeks paid sick leave in the first year of employment.

Interested applicants are to apply by submitting a resume and cover letter indicating what position you are applying for to: brian.jepsen@owrb.ok.gov

The Oklahoma Water Resources Board is an Equal Opportunity Employer.