

Oklahoma Public Employees Retirement System
Vacancy Notice: General Counsel (unclassified)

OPERS is accepting applications for the position of General Counsel. To apply, submit your resume ***and*** an OPERS employment application (available at www.opers.ok.gov/jobs) using one of the following:

Email: dbyrd@opers.ok.gov (include in the subject line "General Counsel Search")
Fax: (405) 848-5967
US Mail: Oklahoma Public Employees Retirement System
ATTN: Human Resources
5801 Broadway Ext., Suite 400
Oklahoma City, Oklahoma 73118

All OPERS positions are currently located at 5801 Broadway Ext., Suite 400, Oklahoma City, OK 73118. Regular business hours are 8:00 a.m. until 5:00 p.m., Monday through Friday. OPERS will be relocating in early spring 2015. A location has not yet been selected.

To be considered, application materials must be received by the application deadline.

Application Deadline: Friday, January 23, 2015, by 5:00 p.m.

Job Title: General Counsel

Number of Vacancies: 1

Hiring Range: Commensurate with education and experience

Summary: The General Counsel is the primary legal counsel to the agency and the Board of Trustees of the Oklahoma Public Employees Retirement System (OPERS). The Board of Trustees administers OPERS and the Uniform Retirement System for Justices and Judges (URSJJ), as well as the Oklahoma State Employees Deferred Compensation Plan, the Deferred Savings Incentive Plan, and the Defined Contribution System.

The General Counsel has primary responsibility for representing the agency in all civil litigation, including administrative hearings and appeals, filed by or against the agency unless the Board employs outside counsel or the Attorney General to represent the agency.

The General Counsel is responsible for advising the Executive Director, the management staff of the agency and the Board of Trustees, orally or in writing regarding all legal issues as necessary or as requested. The Chairman of the Board or the entire Board may request any necessary legal advice with respect to matters properly before the Board.

The General Counsel is employed by and serves at the pleasure of the Board of Trustees. The Board sets the compensation for the General Counsel, however he or she shall be under the supervision of the Executive Director. The Executive Director shall annually evaluate the performance of the General Counsel. The Board reviews and approves the Executive Director's evaluation of the General Counsel.

Essential Functions and Duties: The essential functions of this position include, but are not limited to, the following:

- Supervises the Executive Assistant, the Legislative & Policy Director, and any other legal support staff.
- Conducts on-going reviews and evaluations including but not limited to: requests for proposals and bid specifications, interviews and selection processes for professional services, audit documents, Qualified Domestic Relations Orders, power of attorney documents, trust documents, guardianships and conservatorships, liens, garnishments and beneficiary payments under state law including probate waivers and Uniform Transfers to Minors Act.
- Drafts legal documents including: requests for proposals and bid specifications, agendas of the Board and Committee meetings for compliance with the Open Meeting Act, inquiries and requests for opinions, pleadings, briefs, administrative rules and regulations, policies, procedures, and other documents requiring statutory language.
- Ensures pleadings and briefs are filed in a timely manner according to deadlines set by law or the court and regularly review with the Board and the Executive Director the legal positions taken in any action.
- Ensures all court hearings are attended by the General Counsel or attorney assigned to a case.
- Advises and meets with the agency management team on a regular basis.
- Assists agency staff and/or agency committees charged with formulating agency policy on specific issues as requested by the Executive Director and/or the committee.
- Researches legal issues with primary responsibility to ensure compliance with federal law, especially tax provisions, USERRA, FMLA, and various discrimination laws regarding race, sex, disability or age. Works with agency staff to review correspondence, forms, reporting processes and other communications to accomplish compliance.
- Supervises and consults with other attorneys representing the agency regarding lawsuits assigned to outside counsel.
- Prepares agency staff required to testify in court, administrative hearings, or depositions.

- Prepares legal memoranda in response to requests for advice from the Board or the Executive Director.
- Upon request of the Executive Director, gives oral presentations regarding legal issues to agency staff and trains staff in the analysis of routine legal documents necessary to process retirement payments, benefit payments, and other transactions.
- Provides legal advice to agency staff related to problems in eligibility determination, membership credit, refund of contributions, survivor benefits, communication materials, information technology, preparation of financial reports or statements and investment issues.
- Performs administrative duties related to providing legal services.
- Produces clear, comprehensible and professional documents and materials appropriately geared for the target audience.
- Has primary responsibility for drafting and monitoring professional service contracts and legal documents including opinions, pleadings, briefs, administrative rules and regulations and other documents requiring statutory language or legal expertise.
 - Appears before legislative committee hearings at the request of the Executive Director.
 - Prepares recommendations on all matters referred to the Board of Trustees, oversees preparation of agendas for Board and Committee meetings for compliance with the Open Meeting Act, and prepares regular reports for review by the Board members.
 - Maintains an effective working relationship with the OPERS Chairman, on behalf of the OPERS Board of Trustees, and other trustees, to keep the Board informed of all significant matters involving the performance of duties as General Counsel.
 - Assists in the orientation of new Board members and in the continuing education of current Board members.

Education. Skills and Experience: The individual must have a Juris Doctorate degree and be a member in good standing of the Oklahoma Bar Association. This individual must have at least five years of experience as a practicing attorney, and must be able to effectively communicate with all levels of the organization verbally and in writing. Excellent legal research and writing skills are required. The individual should have skill in analyzing and applying legal principles, and in presenting statements of fact, law and argument clearly and logically. It is desirable that the individual have extensive knowledge of legal principles and their application to public retirement entities and state agencies.