

**OKLAHOMA SENATE
JOB POSTING**

LEGISLATIVE ATTORNEY

Join a team where you can make a difference for our state!

The Oklahoma Senate is receiving resumes for the position of Legislative Attorney. Do you like the idea of working in a fast-paced environment with an excellent team where you can make a difference for Oklahoma? Are you a detail-minded person who has strong legal research, writing, and verbal communication skills? Do you enjoy problem solving and issue analysis?

Then consider joining the Oklahoma Senate Committee Legal Staff as a Legislative Attorney. In this role, you will be part of non-partisan staff who help craft and navigate legislation throughout the legislative process. The right person will have strong legal research and writing skills and the ability to communicate effectively. The Senate team is comprised of professionals dedicated to improving our state.

If this sounds like the type of challenge that interests you, please email your resume to:
hrsenate@oksenate.gov OR mail or deliver to:

Oklahoma Senate, HR/Personnel Services
2300 North Lincoln Blvd, Ste 309.1C
Oklahoma City, OK 73105-4808.

Job responsibilities include:

- Provide legal review of proposed legislation by analyzing compliance of proposed constitutional amendments, new law, and statutory amendments with current federal and state laws and adherence to appropriate rules and conventions of legislation form, style, and grammar;
- Conduct legal research of various federal laws, state laws, and other legal precedent in assigned areas of expertise and responsibility;
- Draft memoranda and bill draft language as requested;
- Attend committee meetings and hearings to provide guidance on legal questions and procedural matters as needed;
- Review executive appointments that require Senate approval; and
- Other duties as assigned.

Experience, knowledge, and skills of the ideal candidate include:

- Possess legal knowledge to identify potential issues in proposed legislation in assigned area of expertise related to the U.S. Constitution, the Oklahoma Constitution, state statutes, and/or state agency rules;
- Knowledge of research methodology and analytical techniques;
- A team player who is not afraid of hard work, has the ability to multitask various projects, and ability to work under pressure of deadlines
- The candidate should be able to work flexible, sometimes long hours during session;
- Good communicator who enjoys working with others in a collaborative setting;
- Ability to present legal concepts and information in a clear and concise manner; and
- Effective interaction with legislators, staff, government officials, and stakeholder groups.

Education and Experience: Licensed as an attorney in the State of Oklahoma. Experience with the legislative process and terminology is preferred but not required.

Salary: Commensurate with relative legislative work experience, skills, and knowledge, plus an **excellent** state employee benefits package.

Open: December 16, 2024
Close: December 30, 2024 or until filled