



OKLAHOMA

Teachers' Retirement System

DEPUTY GENERAL COUNSEL

At Will Position
Recruitment Notice: JR13380
FLSA Status: Exempt
Salary: \$85,000 to \$115,000
Posting Date: March 31, 2023

Documentation required at application:

Resume

Cover Letter

Writing Sample

Three professional references not related to the candidate

The Teachers' Retirement System of Oklahoma ("TRS" or "the System") is seeking to fill the position of Deputy General Counsel. This is a full-time position in State Government and is eligible for a generous benefits package. Benefits include medical, dental, life and disability insurance products as well as a defined benefit retirement plan (pension), a deferred compensation plan, and pay for performance incentives. Employees earn 3 weeks of paid annual leave and 3 weeks of paid sick leave in the first year as well as enjoy 11 paid holidays and longevity pay.

TRS was established in 1943 for the purpose of providing retirement allowances and other specified benefits for qualified persons employed by state-supported educational institutions. The System is a part of the State of Oklahoma financial reporting entity, which is combined with other similar funds to comprise the fiduciary-pension trust funds of the State of Oklahoma. The System administers a cost-sharing multiple-employer pension plan which is a defined benefit pension plan (the "DB plan") and a cost-sharing multiple-employer plan providing post-employment benefits other than pensions (the "OPEB plan"). TRS currently serves 195,000 members and beneficiaries in almost 600 school districts in Oklahoma.

DEFINITION

Reporting to the General Counsel, this position provides legal advice and representation to the TRS staff and Executive Director.

DESCRIPTION OF DUTIES

This list is neither all-inclusive nor restrictive. The Executive Director and General Counsel reserve the right to amend or further define duties based on operational needs. Duties include, but are not limited to, the following:

- Assists the General counsel with ensuring legal and regulatory compliance of agency operations, including identifying and analyzing issues; drafting applicable legal guidance, procedures, and related documents; and presenting legal guidance and recommendations to management.
- In conjunction with the General Counsel, provides legal support to TRS employees on matters arising in connection with the execution of their duties, including regular review of Information Center database and training for staff on changes in law.
- In conjunction with or at the request of the General Counsel, provides legal guidance in response to member, employer, and other stakeholder inquiries.
- Assists the General Counsel in review and drafting of agency rules and regulations.

- When requested, prepares, or assists with preparing, Requests or Proposals (RFPs). Upon request of the General Counsel, assists in the analysis of RFP responses, provides recommendations on contract awards, contract extensions, or contract renewals, and reviews contractual agreements.
- Upon request of the General Counsel, represents the agency in legal matters arising in all Oklahoma tribunals.
- Upon request of the General Counsel, reviews and responds to Open Records Requests.
- Assisting the General Counsel and Executive Director in a diverse variety of legal and administrative matters.
- Generally, conducts legal research, analysis, and writing
- Other duties as assigned.

KNOWLEDGE AND SKILLS

Knowledge of and ability to interpret federal and state laws and regulations relating to public administration, public pension systems, state government, employment law, and the Oklahoma Open Records Act; comprehensive knowledge of the principles, methods and practices of the various programs being administered; comprehensive knowledge of the organization. Highly skilled in establishing and maintaining diplomatic and effective relationships with TRS employees, TRS members and employers, state officials, and the public; in oral and written communications of all types; in interpreting, analyzing and resolving highly complex administrative and legal issues; demonstration of high degree of ethics and integrity; and legal research.

EDUCATION AND EXPERIENCE

Completion of the curriculum requirements and awarding of a Juris Doctorate degree, admission to the Oklahoma Bar, and minimum of seven (7) years of law practice required.

SELECTIVE QUALIFICATIONS

Prior legal experience is preferred in one or more of the following entities: state government, public pension, public trust, or similar type entity. Strong background in employment law, family law, probate, and the legislative process is preferred.

SPECIAL REQUIREMENT

Applicants must be willing and able to fulfill all job-related travel normally associated with this classification.

APPLICATION PROCEDURES:

To apply, go to [State of Oklahoma Careers \(myworkdayjobs.com\)](https://myworkdayjobs.com). **Only applications submitted in accordance with these procedures will be considered.**