

Legal Assistant

The Secretary for the Commissioners of the Land Office (“CLO”) seeks applicants for the position of legal assistant.

This is a professional position that provides administrative support for general counsel and staff attorneys.

A paralegal certificate and/or a minimum of 5 years of successful and progressively responsible related work experience as a legal or administrative assistant required. Additional requirements: knowledge of: documentation, docketing; scheduling/meeting planning; legal writing/correspondence; record and general office management. Microsoft Office proficient and the ability to communicate in a professional manner verbally and in writing are essential.

The successful applicant must be able to travel locally and out of town when necessary. Excellent benefits and salary (\$35,000-\$45,000) depending on experience and qualifications.

To be considered, submit a letter, resume and CLO employment application to:

Debra Sprehe, Human Resources Director
Commissioners of the Land Office
204 N. Robinson, Suite 900
Oklahoma City, OK 73102
debbie.sprehe@clo.ok.gov
(405) 521-4012

All information must be received by 5:00 pm on Monday, November 2, 2015. The CLO employment application can be found at www.clo.ok.gov

The Commissioners of the Land Office is an Equal Opportunity Employer