

General Counsel- Office of the State Bank Commissioner (2/9/2022)

Summary

The position of General Counsel in the Office of the State Bank Commissioner (OSBC) requires an experienced attorney licensed and in good standing with the Kansas bar. The General Counsel is responsible for overseeing and managing the legal division and supervising the legal staff. The General Counsel also oversees and manages the Consumer Affairs Division. The General Counsel provides legal advice and counsel to the Commissioner, OSBC divisions and Kansas State Banking Board regarding state and federal laws pertaining to the regulation of financial institutions, governmental ethics, human resource issues, and contractual obligations. The General Counsel manages the agency's legislative activities and initiatives, and the promulgation of regulations and guidance documents as directed by the Commissioner.

JOB RESPONSIBILITIES

- Actively manages the operations of the agency's legal division, including supervising and providing guidance to the legal staff.
- Actively manages the operations of the agency's consumer affairs division, including supervising and providing guidance to the staff.
- Provides legal opinions regarding agency matters for the Commissioner, the Kansas State Banking Board and agency staff.
- Develops and drafts proposed legislation for presentation to the Kansas Legislature, tracks relevant legislation, drafts fiscal notes, prepares testimony, and testifies before legislative bodies as directed by the Commissioner.
- Prepares proposed regulations, guidance documents and administrative interpretations relating to relevant statutes. Manages related implementation processes as directed by the Commissioner.
- Develops and drafts special orders, including corrective actions and other enforcement actions for approval by the Bank Commissioner.
- Reviews and responds to judicial and administrative legal processes involving the agency, including subpoenas, discovery requests, and other inquiries for agency information.
- Responds to open records requests in accordance with the Kansas Open Records Act. Manages and supervises the production of documents pursuant to information sharing arrangements with other regulatory agencies, to include the Kansas Attorney General's Office, the FDIC, the OCC, and the Federal Reserve Board.
- Serves as legal counsel to the agency in adjudicatory matters in accordance with the Kansas Administrative Procedure Act and appears on behalf of the agency regarding judicial review actions in accordance with the Kansas Judicial Review Act.
- Manages legal department in accordance with agency policies and procedure. Oversees division personnel issues including performance evaluation process and disciplinary actions in consultation with human resources staff. Compiles and maintains statistics regarding the work performance and productivity of the division.
- Researches, interprets, and applies federal and state statutes, regulations, court decisions, attorney general opinions, and other legal authorities for the Commissioner and agency staff.
- Monitors changes in relevant federal and state laws. Makes recommendations for statutory or regulatory changes to the Commissioner as appropriate.

- Provides informal assistance and guidance to bankers, members of related financial industries, and the public regarding agency statutory and regulatory authorities.
- Performs research on emerging and current industry issues to help guide agency strategic planning.

Agency Management and Support

- Researches and provides legal advice to agency staff regarding governmental ethical issues. Reviews internal agency policies and procedures and provides recommendations to the Commissioner.
- Provides legal advice to the Kansas State Banking Board as appropriate.
- Performs legal reviews of agency contracts as necessary.
- Assists in preparation of the agency budget.
- Provides legal advice to the Commissioner and other agency staff regarding personnel matters.
- Serves as a member of the Commissioner's Executive Staff, and actively participates, as requested by the Commissioner, in decision-making that affects agency policies and priorities.
- Contributes to agency management meetings and strategic planning efforts.
- Facilitates opportunities for leadership and professional development, including CLEs, for division staff. Attends association meetings, conferences, and training as directed by the Commissioner.
- Other duties as assigned by the Commissioner.

Minimum Requirements

- Law degree from an accredited school of law.
- Must be licensed and in good standing with a state bar to practice law in KS.
- Excellent research, writing and communication skills.
- Excellent public speaking skills.
- Excellent management skills and experience.
- Commitment to accountability and integrity in all aspects of the role.
- Deep knowledge of the state and dual banking system.
- Ability to contribute to a cohesive team environment.

Special Skills and Knowledge

Possesses an understanding of the following:

- Kansas Open Records Act, Kansas Open Meetings Act, Kansas Administrative Procedures Act, Kansas Judicial Review Act

Required Skills

- Support the Commissioner in preparation of meetings, speeches, public appearances, and other events as needed.
- Willingness to provide sound recommendations supported by research and analysis.
- Ability to use a measured approach.
- Demonstrate excellent judgement.
- Ability to manage and prioritize completion of work products within appropriate timeframes or within deadlines established by the Commissioner.

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