

ATTORNEY 2
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
LEGAL
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION CONDUCTS LEGAL RESEARCH AND WRITES MEMORANDA ON LEGAL ISSUES AFFECTING THE AGENCY. RESPONDS TO AN ADVISES COMMISSIONER AND OTHER DIVISIONS ON INSURANCE ISSUES. INTERPRETS STATUES, RULES AND COURT OPINIONS. RESEARCHES AND DRAFTS PROPOSED LEGISLATION AND RULES. REPRESENTS THE INSURANCE COMMISSIONER IN LEGAL MATTERS. PREPARES COMPLEX LEGAL ISSUE MEMORANDA AND BRIEFS. PROVIDES ASSISTANCE TO OTHER ATTORNEYS IN COMPLEX LEGAL MATTERS. REVIEWS THE WORK OF JUNIOR STAFF FOR ACCURACY. RESPONDS TO QUESTIONS FROM OTHER STATES, LEGISLATORS AND THE PUBLIC. HANDLSE CORRESPONDENCE AND TELEPHONE INQUIRIES. WORKS DIRECTLY WITH THIRD PARTY ADMINISTRATORS AND OUTSIDE COUNSEL ON OLD FUND WORKERS' COMPENSATION CASES, SETTLEMENT OF WORKERS' COMPENSATION CLAIMS AND POLICY ISSUES. PERFORMS OTHER RELATED WORK AS REQUIRED. PREFERENCE MAY BE GIVEN TO INDIVIDUALS WITH AT LEAST ONE YEAR'S EXPERIENCE IN SETTLEMENT OF WORKERS' COMPENSATION CLAIMS.

REQUIREMENTS: TRAINING: ADMISSION TO THE WEST VIRGINIA STATE BAR.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN THE PRACTICE OF LAW.
SUBSTITUTION: ONE YEAR OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT AS AN ATTORNEY WITH THE AGENCY TO WHICH ASSIGNED SHALL BE CONSIDERED THE EQUIVALENT OF TWO YEARS OF EXPERIENCE.

SALARY: PAY GRADE 020 \$41,736.00 - \$77,220.00

DEADLINE: NOVEMBER 26, 2010

DATE: NOVEMBER 15, 2010
INS110017
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TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:
CAMMIE WHEELER
PO BOX 50540
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER INS110017 ON APPLICATION