

DATE: OCTOBER 20, 2011
INS120024
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ADMINISTRATIVE LAW JUDGE II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
OFFICE OF JUDGES
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER LIMITED SUPERVISION AT ADVANCED LEVEL,
PROVIDES TIMELY ISSUANCE OF DECISION, RULINGS ON
MOTIONS IN ACORDANCE WITH ESTABLISHED
PRODUCTIVITY AND QUALITY STANDARDS, CONDUCT
HEARINGS AND OTHER ASSIGNED TASKS. PERFORMANCE
MUST BE CONSISTENT WITH THE ADMINISTRATIVE LAW
JUDGE CODE OF CONDUCT. MUST ADVISE THE MANAGING
DEPUTY CHIEF ADMINISTRATIVE LAW JUDGE ON
UNRESOLVED POLICY QUESTIONS AS WELL AS ANY OTHER
ISSUES AFFECTING THE OFFICE. UTILIZATION OF
AVAILABLE TECHNOLOGY FOR EFFICIENT OPERATION.
PERFORM ALL SUBSTANTIVE AND PROCEDURAL LEGAL WORK
FOR CLAIMS ASSIGNED.

REQUIREMENTS: TRAINING: ADMISSION TO THE WEST VIRGINIA STATE
BAR.
EXPERIENCE: THREE YEARS OF FULL-TIME OR
EQUIVALENT PART-TIME PAID EXPERIENCE AS AN
ATTORNEY INCLUDING TRIAL EXPERIENCE OR AS AN
EXAMINER OR ADMINISTRATIVE LAW JUDGE WITH AN
ADMINISTRATIVE BODY, OR A JUDGE OF A COURT OF
RECORD.

SALARY: PAY GRADE 024 \$54,228.00 -\$100,332.00

DEADLINE: NOVEMBER 07, 2011

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
Cammie Wheeler
PO BOX 50540
Charleston, WV 25305

PLEASE INCLUDE POSTING NUMBER INS120024 ON APPLICATION