

DATE: NOVEMBER 03, 2011
INS120029
PAGE: 1

EMPLOYMENT PROGRAMS CLAIMS DEPUTY
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 GENERAL SUPERVISION, WILL ASSIST ASSIGNED ADMINISTRATIVE LAW JUDGES IN A LEGAL SETTING BY BY CONDUCTING RESEARCH OF LEGAL SOURCES, SUCH AS STATUTES, REGULATIONS, LEGAL OPINIONS AND CASE-RELATED DOUCMENTS NECESSARY FOR THE PREPARATION OF LEGAL DOCUMENTS. ASSIST IN REVIEW OF LEGAL RECORD FOR SUBSTANTIVE AND PROCEDURAL COMPLIANCE WITH LAW AND REGULATIONS. PREPARE CASE SUMMARIES INCLUDING FINDINGS OF FACT, LEGAL DISCUSSIONS AND CONCLUSION OF LAW. COLLATE DOCUMENTS INTO ORGANIZED FILES. PREPARE HEARING PACKETS, AND AS NEEDED ATTEND HEARINGS, OPERATE TRANSCRIPTION EQUIPMENT, LABEL EXHIBITS, MARK OUTCOMES ON DOCKET SHEET, ASSURE EXHIBITS ENTERED INTO EDMS, UPLOAD RECORDINGS TO TRANSCRIPT SERVICE AND PROOF LEGAL DOCUMENTS AS REQUESTED. OTHER DUTIES AS ASSIGNED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR EQUIVALENT.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN TAKING AND PROCESSING CLAIMS FOR UNEMPLOYMENT COMPENSATION OR WORKERS' COMPENSATION BENEFITS; OR, AS A PARALEGAL, LEGAL ASSISTANT CONDUCTING LEGAL RESEARCH, READING AND INTERPRETING LAWS, OR PREPARING LEGAL DOCUMENTS UNDER THE SUPERVISION OF AN ATTORNEY.
SUBSTITUTION: SUCCESSFULLY COMPLETED STUDY IN AN ACCREDITED COLLEGE OR UNIVERSITY MAY SUBSTITUTE FOR THE ABOVE EXPERIENCE ON A YEAR-FOR-YEAR BASIS.

SALARY: PAY GRADE 013 \$27,732.00 - \$51,312.00

DEADLINE: NOVEMBER 14, 2011

REQUIREMENTS: STANDARD HIGH SCH.
FULL-TIME OR EQUIVAL
AND

DATE: NOVEMBER 03, 2011
INS120029
PAGE: 2

TO APPLY:

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

PLEASE INCLUDE POSTING NUMBER INS120029 ON APPLICATION

NOVEMBER 03
2011

APPLICATION

INS120029 ON