PARALEGAL
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 DIRECTION THE SUCCESSFUL CANDIDIATE WILL ASSIST ASSIGNED ADMINISTRATIVE LAW JUDGE TEAMS IN A LEGAL SETTING BY INDEXING DOCUMENTS RECEIVED IN THE LITIGATION PROCESS, LINKING EVIDENCE AND MOTIONS RECEIVED FROM PARTIES, REVIEWING CLAIMS AT EXPIRATION OF TIME FRAMES TO DETERMINE NEXT APPROPRIATE STEP INCLUDING SUBMISSION OF PROTEST FOR DECISION OR REFERRING FOR FINAL OP BOARD AND PTD HEARINGS. RESPONSIBLE FOR ISSUING APPROPRIATE COMPUTER-GENERATED ORDERS IN VARIOUS PROCESSES INCLUDING, BUT NOT LIMITED TO EXTENSION RULINGS. RESPONSIBLE FOR MANAGING A CASELOAD AND COMPLETING TASKS IN COMPLIANCE WITH PROCEDURAL RULES REGARDING TIME STANDARDS. MUST KEEP ABREAST WITH RULES AND REGULATIONS GOVERNING WORKERS' COMPENSATION AS WELL AS AGENCY AND DEPARTMENTAL POLICIES.

REQUIREMENTS: TRAINING: SUCCESSFUL COMPLETION OF A PARALEGAL (LEGAL ASSISTANT) TRAINING PROGRAM.
SUBSTITUTION: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN A LEGAL SETTING WHICH REQUIRED PERFORMING LEGAL RESEARCH, READING AND INTERPRETING LAWS AND OTHER LEGAL AUTHORITIES, AND PREPARING LEGAL DOCUMENTS, UNDER THE SUPERVISION OF AN ATTORNEY, MAY SUBSTITUTE FOR THE REQUIRED TRAINING -OR- A COMBINATION OF TRAINING AND EXPERIENCE AS DESCRIBED ABOVE MAY SUBSTITUTE THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED TRAINING.

SALARY: PAY GRADE 010 $23,724.00 - $43,896.00

DEADLINE: MARCH 23, 2012

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

PLEASE INCLUDE POSTING NUMBER INS120047 ON APPLICATION