

DATE: MARCH 26, 2012
INS120048
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DEPUTY CHIEF ADMINISTRATIVE LAW JUDGE
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 ADMINISTRATIVE DIRECTION, PERFORMS ADVANCED
LEVEL ADMINISTRATIVE LEGAL WORK SUPERVISING
ASSIGNED ADMINISTRATIVE LAW JUDGES. CONDUCT
THIRD PARTY COMPLAINT HEARINGS AND ISSUE
PROPOSED DECISIONS. CONDUCT PRIVATE MARKET
DEFAULT LIST APPEAL HEARINGS AND ISSUED PROPOSED
DECISIONS. MANAGEMENT OF WORKLOAD FOR TEAM
MEMBERS. ASSIST CHIEF ADMINISTRATIVE LAW JUDGE
WITH POLICY FORMULATIONS AND PERSONNEL ISSUES.
QUALITY REIVEW OF ADMINISTRATIVE LAW JUDGES
DECISIONS. PROVIDE LEGAL ISSUE GUIDANCE TO
CLAIMS DEPUTIES. ASSIST IN PREPARATION AND
PRESENTATION OF TRAINING SEMINARS.

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

SALARY: PAY GRADE 025 \$58,032.00 -\$107,364.00

DEADLINE: APRIL 06, 2012

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

PLEASE INCLUDE POSTING NUMBER INS120048 ON APPLICATION