

DATE: MARCH 05, 2012
INS120049
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ATTORNEY SUPERVISOR
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 LIMITED SUPERVISION, PERFORMS ADVANCED LEVEL LEGAL WORK AND SUPERVISORY DUTIES. PROVIDES SUPERVISION AND DIRECTION OF OTHER ATTORNEYS AND SUPPORT STAFF, AND ASSIGNS WORK TO OTHER ATTORNEYS, INVESTIGATORS, PARALEGALS AND SECRETARIES AND ENSURES THAT STAFF COMPLETES TASKS PROMPTLY AND EFFICIENTLY. PROVIDES LEGAL ADVICE ON INSURANCE MATTERS TO COMMISSIONER AND OTHER DIVISIONS WITHIN THE OFFICES OF THE INSURANCE COMMISSIONER ("OIC"). RESPONDS TO QUESTIONS FROM LAWYERS OUTSIDE THE AGENCY AND OTHERS REGARDING APPLICATION OF INSURANCE AND WORKERS' COMPENSATION STATUTES, RULES AND CASE LAW. INTERPRETS COURT OPINIONS AND STATUES. PREPARES FOR AND CONDUCTS ADMINISTRATIVE HEARINGS AND SUPERVISES OTHER STAFF IN MATTERS REFERRED FOR INVESTIGATION OR FURTHER LEGAL ANALYSIS AND ADMINISTRATIVE ACTION BY OTHER DIVISIONS WITHIN OIC. FILES PLEADINGS AND REPRESENTS COMMISSIONER IN CIRCUIT COURT AS AUTHORIZED. RESEARCHES AND DRAFTS LEGISLATION AND RULES AS REQUIRED. REPRESENTS THE COMMISSIONER IN MEETINGS. CONDUCTS LEGAL RESEARCH, PREPARES LEGAL MEMORANDA AND BRIEFS. COMPOSES CORRESPONDENCE ON MATTERS THAT REQUIRE INTERPRETATION OF THE INSURANCE OR WORKERS' COMPENSATION CODE OR RULES. RESPONDS TO TELEPHONE INQUIRIES AND LETTERS AS REQUIRED. PREFERENCE MAY BE GIVEN TO CANDIDATES WITH KNOWLEDGE OF STATUES, RULES, PROCEDURES AND COURT OPINIONS RELATING TO INSURANCE AND WORKERS' COMPENSATION AS WELL AS KNOWLEDGE OF GENERAL STATUTES, RULES, COURT OPINIONS AND ATTORNEY GENERAL OPINIONS. GENERAL KNOWLEDGE OF JUDICIAL PROCEDURE, LEGISLATIVE PROCEDURE, BILL PREPARATION AND GOVERNMENT OPERATION IS NEEDED.

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MUST BE SKILLED IN WRITTEN AND ORAL COMMUNICATION AND MUST HAVE THE ABILITY TO ANALYZE, APPRAISE AND ORGANIZE FACTS AND PRESENT MATERIALS IN A CLEAR AND LOGICAL FORM FOR ORAL AND WRITTEN PRESENTATION. MUST ALSO HAVE THE ABILITY TO EFFECTIVELY SUPERVISE ATTORNEYS AND SUPPORT STAFF, PLAN WORK AND ESTABLISH AND REVIEW RESULTS.

REQUIREMENTS: TRAINING: ADMISSION TO PRACTICE LAW IN THE STATE OF WEST VIRGINIA.
EXPERIENCE: SEVEN YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN THE PRACTICE OF LAW, INCLUDING ONE YEAR OF TRIAL WORK, TWO YEARS OF WHICH MUST HAVE BEEN IN A SUPERVISORY OR LEAD WORKER CAPACITY.
SUBSTITUTION: ONE YEAR OF FULL-TIME PAID EMPLOYMENT AS AN ATTORNEY WITH THE AGENCY TO WHICH ASSIGNED SHALL BE CONSIDERED THE EQUIVALENT OF TWO YEARS OF EXPERIENCE, EXCLUDING THE SUPERVISORY OR LEAD WORKER REQUIREMENT.

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

DEADLINE: MARCH 16, 2012

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

PLEASE INCLUDE POSTING NUMBER INS120049 ON APPLICATION