

DATE: JUNE 05, 2012
INS120070
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ATTORNEY 2
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 GENERAL SUPERVISION SUCCESSFUL CANDIDATE WILL CONSULT WITH AND ADVISE DIVISION DIRECTORS AND STAFF ON LEGAL ISSUES, STATUTES AND RULES. WILL INTERPRET COURT OPINIONS. WILL REPRESENT THE INSURANCE COMMISSIONER BEFORE COURTS AND ADMINISTRATIVE AGENCIES. WILL REVIEW AND REVISE DOCUMENTS FOR ADEQUACY AND APPROPRIATENESS. WILL ADVISE MARKET CONDUCT EXAMINERS ON LEGAL ISSUES. WILL ASSIST HIGHER LEVEL ATTORNEYS IN COMPLEX LEGAL MATTERS. WILL ASSIGN AND REVIEW WORK OF LOWER LEVEL ATTORNEYS AND SUBORDINATE STAFF. WILL REVIEW INVESTIGATIVE FILES TO DETERMINE AND RECOMMEND APPROPRIATE COURSE OF REGULATORY ACTION. WILL REVIEW AND RESPOND TO WORKERS' COMPENSATION COMPLIANCE ISSUES. WILL PREPARE COMPLEX LEGAL MEMORANDA AND BRIEFS. WILL WORK WITH AND ADVISE COMPLIANCE INVESTIGATORS WILL RESPOND TO TELEPHONE AND WRITTEN INQUIRIES ABOUT INSURANCE MATTERS. OTHER DUTIES AS REQUIRED. PREFERENCE MAY BE GIVEN TO CANDIDATES WITH THIRD PARTY BAD FAITH CLAIMS.

REQUIREMENTS: TRAINING: ADMISSION TO THE WEST VIRGINIA STATE BAR.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN THE PRACTICE OF LAW.
SUBSTITUTION: ONE YEAR OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT AS AN ATTORNEY WITH THE AGENCY TO WHICH ASSIGNED SHALL BE CONSIDERED THE EQUIVALENT OF TWO YEARS OF EXPERIENCE.

SALARY: PAY GRADE 020 \$41,736.00 - \$77,220.00

DEADLINE: JUNE 16, 2012

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TO APPLY:

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

PLEASE INCLUDE POSTING NUMBER INS120070 ON APPLICATION