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ATTORNEY 3
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 THE DIRECTION OF THE ASSISTANT LEGAL DIRECTOR, PERFORMS ADVANCED AND COMPLEX LEGAL WORK AS A STAFF SPECIALIST OR MAY FUNCTION AS A PRINCIPAL ATTORNEY FOR A SPECIFIC AGENCY OR PROGRAM. PERFORMS RELATED WORK AS REQUIRED. THE POSITION WILL PROVIDE LEGAL SUPPORT TO OIC'S CONSUMER SERVICE DIVISION AND CLAIMS SERVICES DIVISION AND MAY PROVIDE LEGAL GUIDANCE RELATING TO COMPLAINT PROCESSES, WITH PARTICULAR EMPHASIS ON COMPLAINTS RELATING TO WORKERS' COMPENSATION CLAIMS. THE POSITION MAY ALSO PROVIDE LEGAL SUPPORT FOR THE PERMANENT TOTAL DISABILITY REVIEWING BOARD. SPECIFIC KNOWLEDGE OF STATUTES, RULES, PROCEDURES AND COURT OPINIONS RELATING TO WORKERS' COMPENSATION SYSTEM IS REQUIRED. DRAFTS LEGAL PLEADINGS OR BRIEFS ON COMPLEX REGULATORY AND WORKERS' COMPENSATION CASES AND ISSUES. MAY REPRESENT THE AGENCY AS NEEDED IN ADMINISTRATIVE HEARINGS AND BEFORE APPELLATE COURTS. PROVIDES DIRECTION TO OTHER ATTORNEYS ON SUCH MATTERS AS TRIAL PROCEDURES, APPELLATE PROCEDURES, WORKERS' COMPENSATION CLAIMS AND PROCEDURES, LABOR COMPLIANCE MATTERS AND DOCUMENT APPROVAL. MAY DETERMINE AS NECESSARY FURTHER APPEAL OF OLD FUND WORKERS' COMPENSATION CLAIMS AND MAKES RECOMMENDATIONS TO SUPERVISOR CONCERNING THE SAME. AS REQUESTED BY SUPERVISOR, WORKS DIRECTLY WITH THIRD PARTY ADMINISTRATORS OF THE OLD FUND ON WORKERS' COMPENSATION CLAIMS. MAY ALSO WORK ON SETTLEMENT OF OLD FUND AND UNINSURED EMPLOYERS' FUND WORKERS' COMPENSATION CLAIMS, APPROVING SETTLEMENTS, PROVIDING LEGAL ADVICE TO TPA'S, CONSULTING WITH DEFENSE COUNSEL ON THE CLAIMS, AND GENERALLY COORDINATING SETTLEMENT ACTIVITIES ON THESE CLAIMS. CONSULTS WITH AGENCY STAFF ON THE

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INTERPRETATION OF COURT OPINIONS AND STATUTES, THE APPLICATION OF RULES, AND RELATED MATTERS WHERE A SERIOUS LEGAL ISSUE IS INVOLVED. AS NEEDED, REVIEWS CONTRACTS AND ADVISES SUPERVISOR OR EXECUTIVE DIVISION REGARDING THE SAME.

KNOWLEDGE OF GENERAL STATUTES, RULES, COURT OPINIONS AND ATTORNEY GENERAL OPINIONS IS NEEDED, AS WELL AS GENERAL KNOWLEDGE OF JUDICIAL PROCEDURE, LEGISLATIVE PROCEDURE, BILL PREPARATION AND GOVERNMENT OPERATION. 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 OR WRITTEN PRESENTATION. ABILITY TO PERFORM COMPLEX LEGAL WORK IN THE DRAFTING OF LEGAL INSTRUMENTS, PROPOSED LEGISLATION AND LEGAL OPINIONS.

SPECIAL QUALIFICATIONS DESIRED: SPECIFIC KNOWLEDGE OF STATUTES, RULES, PROCEDURES AND COURT OPINIONS RELATING TO WORKERS' COMPENSATION SYSTEM IS REQUIRED AS WELL AS KNOWLEDGE OF GENERAL STATUTES, RULES, COURT OPINIONS AND ATTORNEY GENERAL OPINIONS. GENERAL KNOWLEDGE OF JUDICIAL PROCEDURE, BILL PREPARATION, AND GOVERNMENT OPERATION IS ALSO NEEDED. 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.

REQUIREMENTS: TRAINING: ADMISSION TO PRACTICE LAW IN THE STATE OF WEST VIRGINIA.
EXPERIENCE: FIVE 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 022 \$47,352.00 - \$87,612.00

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TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
PEGGY CARDEN
PO BOX 50540
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER INS130047 ON APPLICATION