

DATE: JANUARY 29, 2015
INS150017
PAGE: 1

ADMINISTRATIVE LAW JUDGE II
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: SPECIAL QUALIFICATIONS DESIRED: TWO YEARS OF
EXPERIENCE LITIGATING WV WORKERS' COMPENSATION
ISSUES.
DETAILED JOB DUTIES: CONDUCTS QUASI-JUDICIAL
HEARINGS AND RULES ON MOTIONS MADE AT THE
HEARINGS. ISSUES WRITTEN DECISIONS AND RULINGS
ON MOTIONS IN ACCORDANCE WITH ESTABLISHED
PRODUCTIVITY AND QUALITY STANDARDS. TRAVEL AS
REQUIRED FOR HEARINGS SCHEDULED IN OUTLYING
VENUES. RESPONSIBLE FOR COMMUNICATING WITH THE
MANAGING DEPUTY CHIEF ADMINISTRATIVE LAW JUDGE ON
UNRESOLVED POLICY QUESTIONS. SUPPORT POLICIES
AND PRACTICES OF THE OFFICE OF JUDGES AND CHIEF
ADMINISTRATIVE LAW JUDGE.

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

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

DEADLINE: FEBRUARY 11, 2015

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
KATHRYN MULLINS
INSURANCE COMMISSION
1124 SMITH STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER INS150017 ON APPLICATION