

PARALEGAL
CLASSIFIED POSITION VACANCIES 100

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
OFFICE OF JUDGES
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: MAINTAINS VARIOUS WORKING QUEUES FOR A TEAM OF FOUR ADMINISTRATIVE LAW JUDGES. INDEXES ALL INCOMING DOCUMENTS SCANNED INTO THE OFFICE OF JUDGES' IMAGING SYSTEM, LINKS EVIDENCE AND MOTIONS IN AIMS SYSTEM. RULES AND ISSUES ORDERS ON EXTENSION MOTIONS AND IDENTIFICATION OF REVELANT DOCUMENT REQUESTS. REVIEWS PROTESTS AT EXPIRATION OF TIME FRAME TO DETERMINE WHAT ACTION IS NECESSARY TO ADVANCE THE PROTEST TO A FINAL DECISION. ISSUES ORDERS TO SHOW CAUSE AT EXPIRATION OF TIME FRAME, DECISIONS AFFIRMING BY RULE, REFERS PROTESTS FOR ADMINISTRTRIVE HEARINGS, AND ISSUES ORDERS TO SUBMIT AT EXPIRATION OF TIME FRAME. ISSUES AD HOC ORDERS ON OCCASION AS NEEDED. WORKS WITH JUDGES AND OTHERS ON TEAM TO ENSURE ACCURACY AND COMPLIANCE WITH ALL APPLICABLE TIME STANDARDS FOR MOTIONS AND FINAL DECISIONS.

REQUIREMENTS: TRAINING: SUCCESSFUL COMPLETION OF A PARALEGAL (LEGAL ASSISTANT) TRAINING PROGRAM.
SUBSTITUTION: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN A LEGAL SETTING WHICH REQUIRED PERFORMING LEGAL RESEARCH, READING AND INTERPRETING LAWS AND OTHER LEGAL AUTHORITIES, AND PREPARING LEGAL DOCUMENTS, UNDER THE SUPERVISION OF AN ATTORNEY, MAY SUBSTITUTE FOR THE REQUIRED TRAINING -OR- A COMBINATION OF TRAINING AND EXPERIENCE AS DESCRIBED ABOVE MAY SUBSTITUTE THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED TRAINING.

SALARY: PAY GRADE 010 \$23,724.00 - \$43,896.00

DEADLINE: NOVEMBER 25, 2015

DATE: NOVEMBER 16, 2015
INS160012
PAGE: 2

TO APPLY:

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

PLEASE INCLUDE POSTING NUMBER INS160012 ON APPLICATION