

DATE: OCTOBER 03, 2016
INS170004
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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: 2 YEARS OF
EXPERIENCE LITIGATING WV WORKER'S 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: OCTOBER 15, 2016

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

PLEASE INCLUDE POSTING NUMBER INS170004 ON APPLICATION