

DATE: APRIL 02, 2019
INS190025
PAGE: 1

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, THE SUCCESSFUL CANDIDATE WILL CONSULT WITH AND ADVISE DIRECTORS AND STAFF ON LEGAL ISSUES, STATUTES AND RULES; WILL PREPARE CIRCUIT COURT COMPLAINTS, ADMINISTRATIVE COMPLAINTS AND ORDERS, WILL ASSIST IN THE REGULATION OF AGENTS, INCLUDING APPROVING AND DENYING AGENT APPLICATIONS AND TAKING ADMINISTRATIVE ACTION AGAINST AGENTS WHEN NEEDED, WILL HANDLE CASES AGAINST EMPLOYERS IN VIOLATION OF THE STATUTORY REQUIREMENT TO MAINTAIN WORKERS' COMPENSATION INSURANCE; WILL ARGUE IN CIRCUIT COURT TO OBTAIN INJUNCTIONS AGAINST SUCH EMPLOYERS AND MAY HANDLE COLLECTION ACTIONS; WILL ASSIST HIGHER LEVEL ATTORNEYS IN COMPLEX LEGAL MATTERS, REVIEW INVESTIGATIVE FILES TO RECOMMEND THE APPROPRIATE COURSE OF ACTION. PREPARE COMPLEX LEGAL MEMORANDA AND BRIEFS, REPRESENT THE INSURANCE COMMISSIONER IN CIRCUIT COURT, WV SUPREME COURT AND ADMINISTRATIVE HEARINGS. RESPOND TO TELEPHONE INQUIRIES AND CORRESPONDENCE. OTHER DUTIES AS REQUIRED.
POSITION NUMBER 0704P00070

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: APRIL 13, 2019

DATE: APRIL 02, 2019
INS190025
PAGE: 2

TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:
KATHRYN MULLINS
OFFICES OF THE INSURANCE COMMISSIONER
900 PENNSYLVANIA AVENUE
CHARLESTON, WV 25302

PLEASE INCLUDE POSTING NUMBER INS190025 ON APPLICATION