

GENERAL COUNSEL**Nature of Work**

Under administrative direction, performs highly responsible legal work as the attorney and the chief legal officer for the Cabinet Secretary. Serves as the advisor and chief legal authority receiving general policy direction from the Secretary. May represent the department before a court of competent jurisdiction after authorization by the Attorney General. Performs related work as required.

Examples of Work

- Advises Cabinet Secretary and agency officials on complex legal issues related to department programs and laws.
- Drafts administrative regulations; may conduct administrative hearings.
- Responsible for providing direction to staff on administrative procedures, court procedures, and compliance.
- Assists in the development of department policy on various issues.
- Makes recommendations concerning proper disposition of tax assessments or claims for refund, amendments to administrative regulations, legislation, and the appeal of contested cases.
- Consults with lower level attorneys on the interpretation of court opinions and statutes, the application of rules and regulations and related matters where complex legal issues or facts are involved.
- Works closely with the Office of the Attorney General on legal matters affecting the department.
- Coordinates the activities assigned to the office.
- Responds to complaints and questions from the public.

Knowledge, Skills and Abilities

- Knowledge of the Constitution, statutes, court decisions, state and federal laws and regulations, and established department policy.
- Knowledge of legal methods and processes, including the administrative regulation promulgation process, legislative drafting and the legislative process.
- Ability to analyze facts and legal documents.
- Ability to interpret laws, regulations and policies.
- Ability to conduct administrative hearings.

GENERAL COUNSEL (CONT'D)

Knowledge, Skills and Abilities (cont'd)

Ability to effectively communicate, both orally and in writing, with persons having a wide variety of education backgrounds.
Ability to maintain effective working relationships with fellow employees, other agencies, the public, and the federal government.
Ability to speak effectively in public.

Minimum Qualifications

TRAINING Admission to practice law in the State of West Virginia.

EXPERIENCE Nine years of full-time or equivalent part-time paid experience in the practice of law, including trial experience in administrative or judicial proceedings.

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 other qualifying experience.

Established: 8/19/93
Revised: 12/16/93
Effective: 1/1/94