

**CHIEF ADMINISTRATIVE LAW JUDGE****Nature of Work**

Under administrative direction, performs advanced level administrative legal work in directing a staff of Administrative Law Judges conducting quasi-judicial administrative hearings arising under regulatory responsibility of the agency. Responsible for directing and supervising the work of the professional legal staff including assigning case load, setting hearing dates, assuring case calendar is kept current, reviewing recommended decisions by Administrative Law Judges for legal accuracy, coordinating the furnishing of hearing transcripts and training hearing examiners. Performs related work as required.

**Examples of Work**

- Assigns cases to individual law judges according to type and difficulty of case to assure the appropriate level of legal expertise is given the case.
- Maintains case assignment calendar to assure the timely setting of hearing dates and completion thereof.
- Performs continuous review of case assignments and advises subordinates on difficult questions of law and procedure.
- Reviews recommended decisions of law judges as to form, grammar, syntax, agency policy, legal accuracy and clarity.
- Coordinates the furnishing of hearing transcripts and distribution of final decision to utilities and associated legal parties.
- Coordinates the work of the hearings section with other units of a division to assure the availability of engineering, accounting and other technical experts for the hearing.
- Confers with the division head to assure the uniform application of agency policies.
- Makes recommendations on personnel matters and performs limited budget preparation duties for the division.

**Knowledge, Skills and Abilities**

- Knowledge of the principles of West Virginia law regarding rules of evidence, pleadings and due process.
- Knowledge of the statutes, judicial and administrative decisions interpreting such law and related rules and regulations.
- Knowledge of the rules of conduct for formal legal proceedings and hearings.
- Knowledge of legal research techniques.
- Ability to direct and supervise the work of administrative law judges.
- Ability to review written decisions of law judges as to proper findings of fact and conclusions of law.
- Ability to effectively analyze complex testimony and regulatory issues including substantial quantitative information of a technical and financial nature.

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**Knowledge, Skills and Abilities (contd)**

Ability to communicate effectively, orally and in writing.  
Ability to maintain effective working relationships with the public, corporate officials, court officials and attorneys.

**Minimum Qualifications**

TRAINING Admission to the West Virginia State Bar.

EXPERIENCE Eight years of full-time or equivalent part-time paid professional legal work as an attorney with trial experience, two years of which must have included responsibility for the supervision of other attorneys or as a judge of a court of record.

Established: 9/19/90  
Revised: 11/21/91  
Effective: 12/1/91