

**DIRECTOR, LEGAL DIVISION****Nature of Work**

Under administrative direction, performs complex legal work in the direction of the Legal Division for the agency. Responsible for planning, organizing and directing the activities of the division which will administer and formulate legal policy for the agency. May serve as the agency head's chief legal counsel advising of current status of agency programs and making recommendations for improvements. May represent the agency before public, legislative and executive offices, and court hearings within limitations of the Code of West Virginia. Performs related work as required.

**Examples of Work**

- Supervises and organizes the legal and support staff within the Legal Division of the agency.
- Directs the preparation of cases for review by administrative law judges, the Appeal Board or Board of Review, personnel grievances, and courts of law.
- Directs the coordination of legal functions within the agency. Develops and recommends legal policies, statutory changes, and regulatory changes.
- Reviews and evaluates the work of staff attorneys and support staff.
- Handle matters personally and through correspondence with other attorneys, employers, and claimants relating to agency legal matters.
- Directs, coordinates or assists in the preparation of legislation and regulations; may attend legislative sessions and hearings.
- Renders opinions to the agency head on various legal issues. Serves as principal liaison between the agency and the Office of the Attorney General.
- Addresses local, state and national associations, civic groups and business and trade associations; may attend program council sessions and hearings.
- Participates in seminars and public forums regarding state law, regulations, procedure and changes.
- Prepares the unit's budget request and allocates allotted staff and resources for the most efficient operation of the unit.
- Administers mediation program of West Virginia's Workers' Compensation law.

**Knowledge, Skills and Abilities**

- Knowledge of state and federal laws, regulations and policies as they relate to the operation of the agency.
- Knowledge of current legal issues concerning the agency including the opinions of the Attorney General and state and federal courts.

**DIRECTOR, LEGAL DIVISION (CONT'D)**

**Knowledge, Skills and Abilities (cont'd)**

- Knowledge of legislative procedure, bill drafting and the implementation of legislation.
- Ability to establish and maintain effective working relationships with other agencies, the public, and federal government.
- Ability to communicate effectively, both orally and in writing.
- Ability to supervise and direct the work of subordinate attorneys and other staff members in the conduct of legal affairs.
- Ability to effectively coordinate staff functions in the provision of competent legal assistance to the agency.

**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, three years of which must have been in an administrative or supervisory capacity.
- SUBSTITUTION One year of full-time or equivalent part-time paid employment as an attorney with the agency assigned shall be considered the equivalent of two years experience, excluding the administrative or supervisory requirement.

Established: 7/15/93  
Revised: 8/19/93, 12/16/93  
Effective: 1/1/94