

ASSOCIATE GENERAL COUNSEL

NATURE OF WORK: Under administrative direction, this position serves as a deputy chief counsel in an agency with a large and active legal office characterized by high impact legal issues, which are highly specialized and unusually difficult. Will assist in establishing legal policies, organizing the legal staff, and coordinating Legal Division activities with the programs, policies and procedures established by the General Counsel and other staff. This position assists the General Counsel and represents the agency before courts of competent jurisdiction after authorization by the Attorney General. Work is performed with wide latitude for independent judgment, and is subject to the general supervision of the chief counsel. Performs related work as required.

EXAMPLES OF WORK:

Assists in establishing legal policies, organizing the legal staff, and coordinating Legal Division activities with the programs, policies and procedures established by the General Counsel and other staff.

Performs complex and advanced legal research on matters of significant public interest.

Directs the preparation of briefs and other work associated with litigation and court work.

Represent the agency in highly complex and important litigation before trial and appellate courts and in administrative proceedings.

Advises General Counsel, Cabinet Secretary and agency officials on complex legal issues related to department programs and laws.

Drafts administrative regulations and proposed legislation; may conduct administrative hearings.

Responsible for providing direction to staff on administrative procedures, court procedures, and compliance.

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 and other agencies on legal matters affecting the agency.

Responds to complaints and questions from the public.

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ASSOCIATE GENERAL COUNSEL - CONT'D.

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, legal documents and legal issues.

Ability to interpret laws, regulations and policies.

Ability to conduct administrative hearings.

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.

Ability to work with and assist General Counsel.

MINIMUM QUALIFICATIONS

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

EXPERIENCE: Eight 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: 08/17/2006

Effective: 09/01/2006