

**EXECUTIVE DIRECTOR,
ETHICS COMMISSION**

Nature of Work: Under administrative direction, performs complex administrative work in planning, organizing and directing the activities of the West Virginia Ethics Commission. Performs related work as required.

Examples of Work

Plans and organizes the policies and procedures and the staffing of the Ethics Commission.

Oversees the development of administrative regulations and procedures necessary for the implementation of the ethics law.

Oversees the drafting of the advisory opinions in response to questions regarding the implementation and applications of the ethics law.

Oversees the investigation of ethical violations and complaints.

Provides consultation to public officials, legislators, attorneys, civic organizations and the general public in response to inquiries regarding the ethics law.

Receives and acknowledges complaints of alleged ethical violations; initiates investigations of complaints; advises commission on the investigation results; arranges for and coordinates commission meetings and hearings; prepares and disseminates commission findings on alleged ethical violations.

Contracts for and coordinates legal services for the commission in the implementation of the ethics law.

Performs administrative functions in the operation of the Ethics Commission office including budget preparation and execution, office policy and procedures, personnel actions and purchasing.

Speaks to professional and civic organizations regarding the application of the ethics law.

Knowledge, Skills and Abilities

Knowledge of the West Virginia Ethics Law.

Knowledge of the standards of evidence and due process application to quasi and judicial hearings.

Knowledge of the procedures for preparing and filing legal documents.

Ability to communicate effectively orally and in writing.

Ability to interpret statutes, legal opinions and regulations relating to the ethics law and other statutes relating to conduct of public officials.

Ability to supervise professional, legal and clerical employees.

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**EXECUTIVE DIRECTOR,
ETHICS COMMISSION (CONT'D)**

Minimum Qualifications:

Training: Graduation from an accredited four-year college or university.

Experience: Four years of full-time or equivalent part-time paid administrative or professional experience in the legal field or public or business administration.

Established: 9/19/90
Effective: 10/16/90