

JOB DESCRIPTION
Staff Attorney
West Virginia Ethics Commission

The Staff Attorney provides legal services to the Ethics Commission as part of a three-attorney team which is assisted by a paralegal and an investigator.

The Staff Attorney reports to the General Counsel and to the Executive Director.

Duties:

- Respond to telephone and written inquiries seeking opinions and interpretations of the West Virginia Governmental Ethics Act and the West Virginia Open Governmental Meetings Act.
- Process and prosecute complaints regarding the Ethics Act, including negotiating settlements and presenting cases in administrative hearings.
- Draft formal Advisory Opinions regarding the Ethics Act, the Open Governmental Meetings Act, the Administrative Law Judge Code of Conduct and School Boards.
- Draft formal Contract Exemptions.
- Present opinions to members of the Ethics Commission and members of the Probable Cause Review Board.
- Occasionally draft bills and other legislative-related documents.
- Perform legal research.
- Other duties as directed by the General Counsel and Executive Director.

The person holding this position must:

- Be a graduate of an American Bar Association-accredited law school.
- Be an active member of the West Virginia State Bar.
- Maintain an active driver's license for occasional work-related travel.
- Have one year of experience as a licensed attorney.
- Have excellent legal writing and analytical skills.
- Have excellent oral communication skills.

This is an Attorney I position which is a "classified-exempt" State of West Virginia position. The West Virginia Ethics Commission is an Equal Employment Opportunity employer.