

The **West Virginia Department of Human Services** is seeking applicants for the exempt position of **General Counsel**. The incumbent will serve as attorney and chief legal officer for the Cabinet Secretary for the Department of Human Services, advising the Cabinet Secretary and agency officials on complex legal issues related to department programs and laws. Responsibilities may include, but are not limited to, the following:

- Drafting administrative regulations.
- Providing direction to staff on administrative procedures, court procedures, and compliance.
- Assisting in the development of department policy on various issues.
- Making recommendations concerning amendments to administrative regulations, legislation, and the appeal of contested cases.
- Consulting with bureau 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.
- Conferring with the Office of the Attorney General on legal matters affecting the department.
- Coordinating the activities assigned to the office, including supervision of bureau attorneys.
- Responding to complaints and questions from the public.

The ideal candidate should possess knowledge of legal methods and processes, including the administrative regulation promulgation process, legislative drafting, and the legislative process.

Qualified candidates require admission to practice law in the State of West Virginia and a minimum of eight years of full-time or equivalent part-time paid experience in the practice of law, including trial experience in administrative or judicial proceedings. 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.

Salary is commensurate with experience. The position offers a comprehensive benefits package, including medical, dental, vision, and life insurance, paid vacation, sick and holiday leave, and a defined benefit retirement plan.