



West Virginia

Attorney 2-DHHR/Bureau for Medical Services-Kanawha Co.

SALARY	See Position Description	LOCATION	Kanawha County, WV
JOB TYPE	Full-Time Permanent	JOB NUMBER	ATT2-BMS
DEPARTMENT	- Not in the Classified Service, See Posting	OPENING DATE	09/21/2023
CLOSING DATE	10/6/2023 11:59 PM Eastern	LOCATION OF VACANCY	KANAWHA

Nature of Work

This job opportunity is not in the classified service and is not covered under the Administrative Rule of the WV Division of Personnel.

If you are interested in this position, you must apply directly to the hiring agency by: emailing a completed application to Kim.D.Huffman@wv.gov

OR mailing your completed application to:

Kim Huffman, 350 Capitol Street, Room 251, Charleston, WV 25301

Please include posting number BMS2300046 on the application.

**Division of Personnel application can be found online [HERE \(Download PDF reader\)](#)
(Download application and save to your computer)**

****** This is a *CLASSIFIED EXEMPT* position******

ATTORNEY 2

PG 20: \$47,287 - \$87,480

Department of Health and Human Resources (DHHR)/ Bureau for Medical Services (BMS)/ Kanawha Co - Under general supervision of BMS General Counsel, this position performs full-performance legal work in representing the Bureau. Duties include researching, analyzing and interpreting statutes, rules and regulations, policy, procedure and case law, and drafts and updates proposed legislation. The position will become familiar with all federal statutes, regulation and guidance related to Medicaid and CHIP. They also conduct legal research and provide advice on an AD HOC basis to BMS leadership and staff. The position will draft and file State Plan Amendments for West Virginia's Medicaid Plan and respond to FOIA requests. The position will also make recommendations to counsel concerning proper disposition of tax assessments or claims for refund, legislation, amendments to administrative regulations and the appeals of contested cases. As required, this position will engage in written and telephonic correspondence and complaints with various entities and the general public. Performs other duties as assigned.

Minimum Qualifications

Training: Admission to the West Virginia State Bar.

Experience:Two years of full-time or equivalent part-time paid employment in the practice of law.

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 experience.

Other Information

This job opportunity is not in the classified service and is not covered by the Administrative Rule of the WV Division of Personnel. Therefore, online applications are not accepted for this position. Interested persons must apply directly to the hiring agency as indicated above.

Agency

West Virginia

Address

1900 Kanawha Blvd. East
Building 3 Suite 500
Charleston, West Virginia, 25305

Phone

(304) 558-3950

Website

<http://www.personnel.wv.gov>