

JOB DESCRIPTION
Staff Attorney
West Virginia Ethics Commission

A staff attorney provides legal services to the Ethics Commission as directed by the General Counsel and Executive Director.

Job Duties:

- Respond to telephone and written inquiries seeking opinions and interpretations of the West Virginia Governmental Ethics Act, the West Virginia Open Governmental Meetings Act, and other laws the Commission is charged with interpreting or enforcing.
- 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, W. Va. Code § 61-10-15 and School Board Eligibility.
- Draft formal Contract Exemptions.
- Present legal recommendations to the Ethics Commission and Probable Cause Review Board.
- Draft bills and other legislative-related documents.
- Provide training seminars
- Perform legal research.
- Serve as substitute General Counsel during the unavailability of the General Counsel.
- Other duties as directed by the General Counsel and Executive Director.

Essential Requirements:

- 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 three years of experience as a licensed attorney.
- Have excellent legal writing and analytical skills.
- Have excellent oral communication skills.

2024 Staff Attorney

The WV Ethics Commission is seeking a full-time staff attorney. The duties include rendering oral and written guidance to public servants and citizens on the application of the Ethics Act, Open Governmental Meetings Act, and other laws the Commission is charged with interpreting or enforcing.

Applicants must be graduates of an ABA-accredited law school and must have been admitted to the practice of law for at least three years.

Experience with WV state and/or local government would be a plus. Salary range: \$65,000 to \$75,000.

Applicants must send a resume, including named references and at least one recent writing sample to: ellen.m.briggs@wv.gov or to M. Ellen Briggs, WV Ethics Commission, 210 Brooks Street, Suite 300, Charleston, WV 25301. For a job description, go to ethics.wv.gov. Applications must be received by the close of business on April 30, 2024.

The Commission is an Equal Opportunity Employer. This is a “classified exempt” at-will state position.