

**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.

**Salary Range:** \$65,000 - \$75,000

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