

John A. Myers
Cabinet Secretary
Department of Administration

James A. Cox
Director



Public Employees Grievance Board

Grievance Board
John A. Myers, Chairman
Dale Lee, Secretary/Treasurer
William Burdette
Kris Mallory
Holly S. Planinsic

Administrative Law Judge

The West Virginia Public Employees Grievance Board is currently accepting applications for the position of Administrative Law Judge. This position is located at the Grievance Board's Westover office.

Nature of Work:

Responsibilities include, performing professional legal work such as conducting grievance related mediations, quasi-judicial hearings, writing formal decisions on a wide variety of complex cases under the regulatory responsibility of the West Virginia Public Employees Grievance Board. Responsibility for insuring that the parties are afforded substantive and procedural due process through the proper scheduling of hearings, controlling the making of a record, conducting necessary legal research, and rendering decisions based on findings of fact and conclusions of law.

Knowledge, Skills and Abilities:

Knowledge of the principles of West Virginia law regarding rules of evidence, pleadings and due process.

Knowledge of the constitutional and administrative law applicable to the agency and its proceedings.

Knowledge of legal research techniques.

Knowledge of the statutes and judicial and administrative decisions interpreting such laws and regulated rules and regulations.

Knowledge of the rules of conduct for formal legal proceedings and hearings.

Ability to preside over formal hearings involving controversial issues with fairness, authority and to sustain a proper judicial temperament.

Ability to maintain effective working relationships with the public, court officials and attorneys.

Ability to communicate effectively, orally and in writing.

Minimum Qualifications:

Training: Admission to the West Virginia State Bar.

Experience: Three years of full-time or equivalent part-time paid experience as an attorney including trial experience or as a hearing examiner or administrative law judge with an administrative body, or a judge of a court of record.

How to Apply:

Interested persons may apply by completing and submitting the Grievance Board Employment Application which can be found on the Grievance Board website. Resumes may be attached to the application but cannot be substituted for the application. Applications may be mailed or personally delivered to James Cox, Director, Public Employees Grievance Board office located at 1596 Kanawha Boulevard, East, Charleston, WV 25311

This job opportunity is not in the classified service and is not covered under 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.