

The Supreme Court of Appeals of West Virginia

Position Announcement

DEPUTY CLERK OF COURT

Charleston, West Virginia

Position open until filled, with preference given to applications received by October 12, 2017.

Position available immediately (Posted 9/22).

The Position

The Supreme Court of Appeals of West Virginia seeks applicants for the position of Deputy Clerk of Court (“Deputy Clerk”). The position reports directly to the Clerk of Court of the Supreme Court of Appeals of West Virginia and is an integral part of the Office of the Clerk of Court.

The Deputy Clerk assists the Clerk of Court with various aspects of court operations, including opinion and order processing, case management, and the effective use of information technology. The Deputy Clerk also assists in the supervision of clerk’s office employees, provides guidance and direction to the public and members of the Bar, and renders legal analysis with regard to court rules, lawyer admission and disciplinary matters, as well as other duties as assigned by the Clerk.

Qualifications of the Deputy Clerk

A Juris Doctorate from an accredited law school.

Member in good standing of The West Virginia State Bar, or the equivalent in another state.

A minimum of seven (7) years of law practice, or relevant equivalent legal experience.

An exacting attention to detail.

A superior academic record.

Capacity for effective communication, at all levels.

An ability to simultaneously manage and complete multiple tasks with minimal supervision.

Adept in producing a variety of documents for print and Web publication.

A working familiarity and basic understanding of databases and statistical reporting.

Compensation and Benefits (State of West Virginia Benefits)

Competitive salary based on experience and qualifications (Target Range \$80,000 to \$105,000)

Medical Insurance

Optional Flexible Benefits Coverage (dental, vision, disability, and excess medical)

Life insurance

Defined benefit pension plan

Section 457 deferred compensation plan

12 paid holidays

Annual and sick leave

West Virginia Courts

West Virginia has a unified court system, under which all state courts, including Circuit Courts, Magistrate Courts, and Family Courts, are supervised and administered by the Supreme Court of Appeals. The Supreme Court of Appeals is also the state's only appellate court. The Supreme Court of Appeals and its Administrative Office are located in Charleston and housed in the State Capitol. More information about West Virginia's Courts can be found on our website at www.courtswv.gov

It is the policy of the West Virginia judiciary to provide equal opportunity in employment for all persons, and to recruit, select, train, promote, retain, and discipline without regard to race, color, sex, age, disability, religion, sexual orientation, or national origin. Further, it is the policy of the West Virginia judiciary to maintain a professional workplace in which individuals are accorded respect, and maintain an environment free of harassment, including verbal or physical conduct that creates an intimidating or hostile environment for an individual because of a prohibited basis in this policy. As an employer with an Equal Employment Opportunity Plan, we comply with government regulations and related Equal Employment Responsibilities where they apply.

To Apply for the Deputy Clerk Position

Please mail your completed application for employment consideration for this position to

Office of the Clerk
Supreme Court of Appeals of West Virginia
State Capitol, Room E-317
1900 Kanawha Blvd. East
Charleston WV 25305

and include the following items:

- a completed West Virginia Judiciary Application for Employment AND a release for criminal background check (available on the Court Website at http://www.courtswv.gov/Employment_packet.pdf),
- a cover letter and resume detailing appropriate education and experience,
- a recent sample of documents or presentations you have authored, and,
- at least three (3) professional references.

For consideration all candidates are subject to a complete criminal background check, so please include the completed release form with your application. Additionally, the Court will not consider incomplete application packets or telephone inquiries.

Thank you for your interest in employment with the Supreme Court of Appeals of West Virginia.