The Administrative Office of  
The Supreme Court of Appeals of West Virginia  
Position Announcement

DIVISION OF TECHNOLOGY AND FACILITY SERVICES  
Charleston, West Virginia  
Position open until filled.

The Supreme Court of Appeals of West Virginia has an immediate professional opportunity for  
Fixed Asset Specialist in Charleston, West Virginia. This position directly reports to the Director  
of the Division of Technology and Facility Services of the Supreme Court of Appeals of West  
Virginia.

Fixed Asset Specialist

Salary Range: $40,000 - $50,000

Position Summary: This position is responsible for entering fixed asset data into State’s  
computerized system according to current policies, procedures, and guidelines.

Essential Position Duties and Responsibilities:

• Enter fixed asset data into OASIS for all technology and facility assets according to  
current policies, procedures, and guidelines; to include receipt of new equipment, transfer  
of existing equipment, and disposal of end-of-life equipment.  
• Review data comparison reports between internal and State’s computerized systems and  
identify discrepancies.  
• Travel regularly to various locations statewide to complete physical inventory audits.  
• Assist with development of internal fixed asset process and procedure manual.  
• Maintain confidentiality of sensitive court-related information.  
• Performs other duties as assigned.

Requisite Qualifications, Education, and Credentials:

• Working knowledge of OASIS fixed asset inventory module.  
• A combination of education and work experience will be considered.

Skills and Knowledge:

• Ability to utilize computerized inventory systems.  
• Ability to maintain high attention to detail and superior organizational skills.  
• Ability to communicate effectively, both verbally and in written formats.  
• Ability to perform job duties with limited oversight.

Licensure Requirements: NA
Working Conditions (Physical/Mental Demands, and Environmental Factors):

- Ability to work nontraditional hours as needed.
- Must have reliable transportation and valid state issued driver’s license.
- Ability to travel throughout the state which may result in overnight stays.
- Ability to lift forty (40) lbs., and work in areas that might require crawling/kneeling.

Continuing Education Requirements:
Maintain current knowledge on OASIS fixed asset module and changes as they occur.

Performance Metrics: TBD

Criminal Background Check: Successful candidates must submit to criminal background check.

Compensation and Benefits include:

- Competitive salary based on experience and qualifications.
- 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.
- Sick leave.

West Virginia Courts

West Virginia has a Unified Court System, under which all state courts, including the Intermediate Court of Appeals, Circuit Courts, Magistrate Courts, and Family Courts, are supervised and administered by the Supreme Court of Appeals. The Supreme Court of Appeals and its Administrative Office are located in Charleston and housed in the State Capitol Complex. More information about West Virginia’s Courts can be found on our website at www.courtswv.gov.

Equal Opportunity in Employment

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 an environment free of harassment, including verbal or physical conduct that creates an intimidating or hostile environment for any individual on any prohibited basis. As an employer with an Equal Employment Opportunity/Affirmative Action Plan, the Court complies with government regulations and related Equal Employment Responsibilities where applicable.
Application Process

To apply for this position, please direct the completed Court Employment Application (available on Court website at www.courtswv.gov), along with a letter of interest highlighting applicable experience, and a resume, including references to:

Cassie.long@courtswv.gov

All positions of the Supreme Court of Appeals of West Virginia are considered at-will and may be terminated at any time, with or without notice or cause.

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