THE SUPREME COURT OF APPEALS OF WEST VIRGINIA
POSITION ANNOUNCEMENT

STAFF ATTORNEY IN OFFICE OF COUNSEL
EMPLOYMENT OPPORTUNITY
Position open until filled

The Supreme Court of Appeals of West Virginia is accepting applications for the position of Staff Attorney in its Office of Counsel (“OOC”). This is a full-time, in-person lawyer position located in Charleston, West Virginia, that reports directly to the Chief Counsel for the Supreme Court.

Staff Attorney in the OOC

Position purpose: A Staff Attorney in the OOC assists the Supreme Court with the review of appeals, motions, and original jurisdiction petitions, and with the preparation of internal memoranda, orders, and decisions.

Minimum Qualifications:
• A Juris Doctorate from an accredited law school.
• A member in good standing of the West Virginia State Bar.
• Experience practicing appellate law, criminal law, juvenile abuse and neglect law, or Workers’ Compensation law is beneficial, but not required.

Primary Duties and Responsibilities Include:
• Review and analyze appellate records and briefs.
• Conduct legal research.
• Prepare concise legal memoranda for the Court.
• Present written and verbal information during internal court conferences.
• Prepare, proofread, and review substantive decisions and orders.
• Assist with special projects as needed.
• Perform related work as required.

Essential Skills:
• Excellent legal research and writing skills.
• Skilled at typing, electronic legal research, and word processing software.
• Skilled at analyzing, appraising, and organizing material, and presenting it in a clear and logical manner.
• Ability to quickly understand and apply precedent.
• Ability to handle and prioritize a large amount of work in a timely manner.
**Criminal Background Check:** All successful candidates must submit to a 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, and
- Annual 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 are 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 send the completed West Virginia Judiciary Application for Employment (available on the Court’s website at www.courtswv.gov/jobs), a letter of interest highlighting applicable experience, a resume with professional references, and a writing sample to:

Amie Langfitt Johnson, Chief Counsel
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Thank you for your interest in employment with the Supreme Court of Appeals of West Virginia.