

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

**GRANT FUNDING SERVICES DIVISION EMPLOYMENT OPPORTUNITY**

**Charleston, West Virginia**

**Position open until filled. Posted 03/12/2020**

**Temporary Data Quality Auditor –Upshur/Lewis Counties**

Grant Funded

**Position Purpose:** Under the direction of the West Virginia Grant Funding Services Supervisor, the Data Quality Auditor will be viewing Mental Health records from 2010-present, ensuring complete and accurate records were submitted to the WV Centralized State Mental Health Registry. If an order is identified that has not been uploaded in the WV Mental Health Registry, abstractors will then enter it on behalf of the Commissioner/Magistrate/Judge.

**Minimum Qualifications:** The successful candidate must possess a high school diploma.

**Primary Duties and Responsibilities include:**

- Scan orders that are applicable to the MH Centralized State Registry
- Scan files using the designated naming convention
- Report any discrepancies to Mental Health Team to assure correct information has been submitted
- Upload orders into MH Centralized State Registry
- Maintain a positive relationship with the Circuit Clerk and office staff
- Gather data and submit weekly reports
- Ability to work with little supervision and ability to work well and communicate with others

**Skills and Knowledge:**

- A working knowledge of the court system is preferred
- Proficiency in computer-based applications

**Criminal Background Check:** All successful candidates must submit to NCIS/CIB background check.

**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 Complex. More information about West Virginia's Courts can be found on our website at [www.courtswv.gov](http://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, direct the following application materials to [Brittany.May@courtswv.gov](mailto:Brittany.May@courtswv.gov) :

- Cover Letter,
- Resume,
- Professional References (at least three, including current contact information),
- Signed Court Employment Application (available on Court website), and
- Signed, Notarized Release for Criminal/Background Check (available on Court website).

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