

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

**4TH JUDICIAL CIRCUIT, WOOD COUNTY
EMPLOYMENT OPPORTUNITY
Position open until filled (Posted 10/06/20)**

The Supreme Court of Appeals of West Virginia has an immediate professional opportunity for a Family Court *Judges Secretary* in the 4th Judicial Circuit (Wood County), West Virginia. This position directly reports to the Honorable Judge Ellen L. Smith, 4th Judicial Circuit.

Family Court Judges Secretary

Position Purpose: This position provides clerical, administrative, and other support to the Family Court Judge, and requires attention to the confidential relationship and privilege associated with working directly for a Judge. The work is often of sensitive and confidential nature.

Minimum Qualifications: Essentials for the successful candidate are:

- Associates Degree or equivalent job experience of at least four (4) years preferred.
- Experience as part of a legal team or in a legal administrative environment preferred.
- Strong communication and interpersonal skills.
- An ability to manage and complete multiple tasks simultaneously with minimal supervision.

Primary Duties and Responsibilities include:

- Provides administrative support to the Judge on all issues managed by the Court, including employment issues, policy and procedural matters, and other tasks consistent with the management and administration of the circuit court.
- Prepares various written documents on issues as requested by the Judge.
- Prepares email, correspondence, and other documents as assigned.
- Monitor deadlines, prioritize tasks, and assess need for action, related to various Court issues.
- Assists with special projects as required by the Judge.
- Performs other work as assigned.

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, and
- 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 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), signed and notarized Release for Criminal/Background Check (available on Court website), along with a letter of interest highlighting applicable experience, and a resume, including references to:

Ellen L. Smith

Family Court Judge | 4th Judicial Circuit
313 Market Street
Parkersburg, WV 26101

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

