

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

**13<sup>TH</sup> JUDICIAL CIRCUIT, KANAWHA COUNTY  
EMPLOYMENT OPPORTUNITY  
Position open until filled (Posted 02/28/20)**

The Supreme Court of Appeals of West Virginia has an immediate professional opportunity for a Family Court *Judges Secretary Clerk* in the 13<sup>th</sup> Circuit (Kanawha County), West Virginia.

**FAMILY COURT SECRETARY CLERK**

Experienced legal secretary for Family Court Judge in Kanawha County. Must have excellent clerical, telephone and organizational skills and be proficient at Microsoft Word; able to work independently as well as part of a three person team. Must be professional in appearance, conduct and deportment. Must pass NCIC background check. Equal Opportunity Employer. Salary on State scale, with full benefits. Closing date: March 6, 2020. To apply for this position, please direct the completed Court Employment Application (available on Court website at [www.courtswv.gov](http://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: Secretary Job Search, P. O. Box 75206, Charleston, WV 25375.