

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

**23<sup>RD</sup> JUDICIAL CIRCUIT, MINERAL, HAMPSHIRE AND MORGAN COUNTIES  
EMPLOYMENT OPPORTUNITY  
Position open until filled (Posted 8/10/20)**

The Supreme Court of Appeals of West Virginia has an immediate professional opportunity for a Family Court *Judges Secretary Clerk* in the 23<sup>rd</sup> Circuit (Mineral, Hampshire and Morgan Counties), West Virginia.

**FAMILY COURT SECRETARY CLERK**

Experienced legal secretary for Family Court Judge with home office in Mineral County. Must have excellent clerical, telephone and organizational skills and be proficient at Microsoft Word; able to multitask, prioritize assignments by the judge and able to work independently as well as part of a three-person team. Must have proficient reading comprehension skills and be a skillful proofreader as well as possessing above average letter writing abilities. Must have automobile and driver's license as job requires travel to Hampshire and Morgan Counties multiple times each month. 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: August 17, 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.