

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

**NINETEENTH JUDICIAL CIRCUIT, HARRISON COUNTY
EMPLOYMENT OPPORTUNITY – *TEMPORARY LAW CLERK*
Clarksburg, West Virginia
Position open until filled (Posted February 4, 2026)**

The Position

The Administrative Office of the Supreme Court of Appeals of West Virginia (“AO”) is now accepting resumes for the position of Circuit Court *temporary law clerk* for the **Honorable Christopher McCarthy**. This position works under the direct supervision of Judge Christopher McCarthy in the Nineteenth Judicial Circuit, Harrison County, Clarksburg, WV. This temporary position is available March 1, 2026 – May 30, 2026. The position is described as follows:

CIRCUIT JUDGE LAW CLERK

Pay Scale: The salary for those who are not members of the West Virginia State Bar is \$28.22 per hour, and the salary for those who are members of the West Virginia State Bar is \$32.64 per hour.

Position Purpose: The Circuit Court Law Clerk will be responsible for providing legal support to Judge McCarthy. The position is a unique opportunity to learn court operations from the inside out and gain invaluable practical experience while working in a challenging, high volume, highly-variable and fast-paced environment.

Minimum Qualifications: A successful candidate must possess excellent legal research and writing skills. The candidate must also possess the ability to communicate clearly and concisely. Ability to exercise good judgment and maintain tact, composure, and confidentiality. The candidate must possess strong organizational skills and attention to detail.

Criminal Background Check:

All successful candidates must submit to a criminal background check.

West Virginia Courts

West Virginia has a Unified Court System, under which all state courts, including, 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 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 contact Suzanne Summers at suzanne.summers@courtswv.gov or by phone, 304.558.0145.

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