

The Supreme Court of Appeals of West Virginia
Position Announcement

SECRETARY

Charles Town, West Virginia
Position open until filled

The Supreme Court of Appeals of West Virginia announces the following professional opportunity within the 24th Family Court Circuit, headquartered in Charles Town, West Virginia. The 24th Family Court Circuit comprises the counties of Berkeley and Jefferson. The position is Secretary to Judge Glover, briefly described as follows:

SECRETARY-CLERK

Position Purpose: The Secretary-Clerk is a salaried staff position responsible for secretarial and clerk duties. Work is performed under supervision of the Family Court Judge in coordination and cooperation with the family case coordinator.

Minimum Qualifications: A bachelor's degree from an accredited four-year college or university is preferred. Two (2) years of legal field-related experience and proficiency in basic computer operations with an emphasis on document preparation is preferred. Additional years of qualified experience may replace bachelor's degree.

The successful candidate must possess effective verbal, written and interpersonal communication skills.

Primary Duties and Responsibilities include:

- *Prepares letters, memoranda, other correspondence, and orders.
- *Maintains files, logs, and indexes as necessary.
- *Answers incoming telephone calls.
- *Schedules and confirms appointments and hearings as required.
- *Enters cases in OSCAR and/or CourtsPlus computer system (or other designated system), updates and closes out when concluded.
- *Prepares case files for daily court docket, call attorneys for missing documents and prepares reporting forms.
- *Furnishes family case coordinator with a monthly summary of pending cases.
- *Coordinates hearing schedules with the Bureau of Child Support Enforcement.
- *Prepares monthly reports on IV-D activities.
- *Prepares other reports as directed.
- *Duplicates hearing recordings as required.
- *Orders supplies and equipment.
- *Travels as necessary.
- *Performs other duties and work as assigned.

Skills and Qualifications:

- *Knowledge of standard and legal English, spelling, and punctuation.

- *Knowledge of office practices and procedures.
- *Ability to understand and follow complex oral and written instructions.
- *Skill in the use and care of a computer and related operating systems.
- *Ability to function well in stressful situations.
- *Knowledge of procedures, legal documents, and laws pertaining to domestic relations and the courts.
- *Knowledge of the organization, functions, responsibilities and procedures of the courts.
- *Ability to organize and coordinate administrative activities.
- *Ability to communicate clearly and concisely, both orally and in writing.
- *Ability to work as part of a team and independently with minimal oversight and direction.
- *Ability to edit documents with emphasis on grammar, spelling and composition.
- *Ability to establish and maintain effective working relationships with other employees, attorneys, judges and other court officials, and the general public.
- *Ability to work with a certified therapy dog.

Criminal Background Check: All successful candidates must submit to a criminal background check.

Compensation and Benefits:

- *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.

The 24th Family Court Circuit:

This vacancy is for Jefferson County Family Court located in Charles Town, West Virginia. The family court exercises jurisdiction over annulments, divorces, child custody, child support, domestic violence petitions, and infant guardianships.

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 following application materials to Christine.Glover@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.