

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

**DIVISION OF MAGISTRATE COURT SERVICES, KANAWHA COUNTY  
EMPLOYMENT OPPORTUNITY**

**Position open until filled**

**Position Summary:**

The Administrative Office of the Supreme Court of Appeals has an immediate professional opportunity for one General Field Support assistant. The position reports directly to the Director of the Magistrate Court Services Division. The position is located at the WV Judicial Tower in Kanawha City, Charleston, WV. Position may require some in-state travel.

**Essential Position Duties and Responsibilities:**

- Data validation projects as assigned.
- Respond to FBI background check requests as assigned.
- DMV record review and verification for clerks, deputy clerks and magistrate assistants throughout the state.
- UJA user and testing support as assigned.
- Performs other duties as assigned.

**Requisite Qualifications, Education, and Credentials:**

- A high school diploma or equivalent.

**Skills and Knowledge:**

- A working knowledge of the court and criminal justice system.
- Proficiency in computer-based applications including Microsoft word, spreadsheets, and the UJA.
- Must have good written and oral communication skills, and strong interpersonal communications skill, with the ability to lead groups of cross functional and diverse grant stakeholders toward specific goals.
- Must possess excellent organizational and time management skills.

**Licensure Requirements:** N/A

**Working Conditions (Physical/Mental Demands, and Environmental Factors):**

- Professional office environment with a high level of control of daily priorities.

**Continuing Education Requirements:** TBD

**Performance Metrics:** TBD

**Criminal Background Check and Drug Screen:** Successful candidates must submit to criminal background check and a drug screen.

**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 the 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](http://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](http://www.courtswv.gov)) along with a letter of interest highlighting applicable experience, and a resume, including references to:

Laura Smith  
Magistrate Court Services  
1900 Kanawha Blvd E., Room E-100  
Charleston, WV 25305  
or  
[Laura.Smith@courtswv.gov](mailto:Laura.Smith@courtswv.gov)

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

