

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

**ADMINISTRATIVE OFFICE - KANAWHA COUNTY  
EMPLOYMENT OPPORTUNITY  
Position open until filled**

The Supreme Court of Appeals of West Virginia has an immediate professional opportunity for an *Tier 2 Programmer Analyst* in Charleston, West Virginia. This position directly reports to the Application Services Manager.

**Position Summary:**

This is an advanced technical position responsible for the proper and efficient programming, debugging, integration and maintenance of the organizations application systems.

**Essential Position Duties and Responsibilities:**

- Plans, designs, tests, implements, and documents application software systems.
- Develops specifications for new and existing systems including design requirements and software lifecycle planning.
- Analyzes system and program requirements and determines best approach to solve problems and issues.
- Provides queries and reports.
- Provides post-production support.
- Assists with project management and tracking including development of project plans, deliverables validation and acceptance, communications, and issue escalation.
- Develops and coordinates prototypes and demonstrations.
- Assesses applications for consolidation and process improvements.
- Assists with evaluating and maintaining system security, availability, and integrity.
- Assists with the evaluation of Commercial Off-The-Shelf (COTS) applications.
- Assists with development of standards to provide quality, ease of integration, and continuity between applications.
- Ensures and maintains the proper documentation and configuration/change management for all activities.
- Performs other duties as assigned.

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

- Bachelor's degree and four (4) years of experience in related area. Experience in technical field may replace bachelor's degree.

**Preferred Skills and Knowledge:**

- Strong understanding of software development.
- MS SQL/T-SQL, PL/SQL
- Experience with Visual Studio, VB.Net, C#, APEX, Oracle Forms, and source control.
- Experience with Web development including HTML, Java, .NET, WCF, SOAP, REST, Bootstrap, and JavaScript.
- Familiarity with cloud-based services such as Azure.
- Some knowledge of mobile application development.
- Excellent verbal and written communication skills.
- Ability to take direction, work in teams as well as independently.

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

- Ability to work nontraditional hours as needed.

**Continuing Education Requirements:**

- Maintain current knowledge on technology developments and trends in providing technology support in judicial and court administration through participation in a variety of outside programs, state and nationwide.
- Maintain and acquire industry related certifications.

**Performance Metrics: TBD****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 is also the state's only appellate court. The Supreme Court of Appeals and its Administrative Office are located 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.

All positions of the Supreme Court of Appeals of West Virginia are considered at-will and may be terminated at any time, with or without notice or cause.

## **Application Process**

To apply for this position, please direct the completed Court Employment Application (available on Court website), along with a letter of interest highlighting applicable experience, and a resume, including references to:

[Cassie.Long@courtswv.gov](mailto:Cassie.Long@courtswv.gov)

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