

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

**ADMINISTRATIVE OFFICE - KANAWHA COUNTY
EMPLOYMENT OPPORTUNITY
Position open until filled (Posted 09/19/2024)**

The Supreme Court of Appeals of West Virginia has an immediate professional opportunity for *Deputy Administrative Counsel* in Charleston, West Virginia. This position directly reports to the Director of Legal Services and Administrative Counsel of the Supreme Court of Appeals of West Virginia.

Deputy Administrative Counsel

Position Purpose: This position primarily assists the Division of Legal Services and Administrative Counsel with providing legal services to the Supreme Court of Appeals of West Virginia. Specifically, the position serves to provide legal advice and analysis to the Administrative Director, Administrative Counsel, and Division Directors, on a wide range of legal, human resource and court-business matters. This is complex and varied professional legal work designed to facilitate the smooth operation of the entire Court system and the fair and efficient administration of justice in West Virginia.

Essential Position Duties and Responsibilities: Serves the Legal Services Division as deputy general counsel to the Supreme Court of Appeals of West Virginia. Provides legal advice and counsel, within the attorney client privilege, to the Administrative Director of the Court on all issues managed by the Administrative Office, including contact and commercial transactions, litigation and outside counsel management, risk management, federal and state regulatory compliance, direct representation, dispute resolution, and other legal tasks consistent with the management and administration of the Supreme Court of Appeals of West Virginia. This position reports directly to the Director of Legal Services and Administrative Counsel.

Duties and responsibilities may include, but are not limited to:

- Prepare and present legal research analysis, and advice as requested by the Administrative Director, Administrative Counsel, Division Directors, and others.
- Assist with all stages of civil and administrative litigation processes.
- Assist with contracts and lease drafting, analysis, review, and management.
- Assist with developing, updating, and implementing Court policies.
- Maintain files, correspondence, and documentation in accordance with applicable laws and Division policy.
- Review, coordinate and respond to FOIA requests.
- Other work as assigned.

Requisite Qualifications, Education, and Credentials:

- A Juris Doctorate from an ABA accredited law school.
- Member in good standing of The West Virginia State Bar.

- A minimum of two to three (2-3) years of law practice, or relevant equivalent legal experience, with emphasis on civil litigation, employment law, regulatory compliance, administrative/agency law, leases and commercial transactions.
- Experience as part of a legal team providing service to a medium-to-large private or public entity.

Skills and Knowledge:

- Ability to manage and complete multiple tasks simultaneously with minimal supervision.
- Strong administrative, organizational, and time-priority management skills.
- Effective communication and interpersonal skills; ability to establish and maintain effective working relationships with judges, court personnel, co-workers, and staff from other agencies.
- Ability to present ideas clearly and effectively, to communicate well and persuasively orally and in writing.
- Proficient with word processing, technology, and various software applications.
- Advanced problem solving and priority management skills.
- Considerable knowledge of general law, state laws, established precedent, and sources of legal reference.
- Considerable knowledge of court procedures and rules of evidence.
- Ability to apply legal principles and specialized knowledge to individual problems.
- Ability to present complex materials for educational/training purposes to a diverse audience base.
- Demonstrated leadership acumen with high ethics.

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

Moderate travel required throughout the state a valid driver's license is required. The work environment is subject to many interruptions and concentration may be affected and multi-tasking is required. This position is subject to varying and unpredictable situations, may handle emergency or crisis situations, and may handle multiple calls and inquiries simultaneously. The position requires the incumbent to be able to converse with others, often on complex topics. There may be an occasional need to lift up to ten (10) pounds.

Continuing Education Requirements:

Maintain current knowledge of the law in a broad range of areas. Maintain current knowledge in all areas of administrative responsibility, learning trends, subject matter developments, technology innovations that enhance accuracy and efficiency.

Criminal Background Check: Successful candidates must submit to criminal background check.

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.

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), along with a letter of interest highlighting applicable experience, and a resume, including references to:

cassie.long@courtswv.gov

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