

**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 *Executive Assistant* in Charleston, West Virginia. This position directly reports to the Administrative Director.

**Position Summary:**

This position provides high-level administrative support for the Administrative Director of the West Virginia Supreme Court. The Administrative Director is a constitutional officer charged with administering West Virginia's entire state court system, under the authority of the Justices. The Executive Assistant plays a crucial role in ensuring the efficient operations of the Administrative Director's office, including managing a schedule, communicating with judicial officers, handling correspondence, following up on tasks, and preparing for the Court's administrative conferences. Proficiency in various technologies, including the Microsoft Office suite is essential for streamlining processes and enhancing productivity in this environment.

**Essential Position Duties and Responsibilities:**

- Drafts letters and other correspondence and proofreads documents
- Communicate with judicial officers and their staff and coordinate responses to their inquiries
- Maintains calendar for the Administrative Director and schedules appointments; assists in scheduling meetings and maintaining agendas
- Assists in preparing agenda and notebooks for monthly Supreme Court administrative conferences
- Attends and takes notes in meetings, prepares meeting summaries, and monitors pending tasks and action lists
- Maintains record of action taken by Supreme Court in all administrative conferences
- Maintains filing system for correspondence and other documents to and from the Administrative Director
- Supervises receptionist and messenger/runner
- Performs other work as assigned

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

- High school diploma required; college degree preferred
- Minimum five (5) years experience as an administrative assistant or executive assistant
- Experience in a legal environment, including a judicial office, is strongly preferred. Other equivalent experience supporting a senior government official will be considered.

- Proficient in Microsoft Office suite and comfortable with learning and applying new technology to efficiently operate an office

**Skills and Knowledge:**

- Knowledge of proper etiquette relating to office practices and procedures
- Ability to understand and follow complex oral and written instructions
- Ability to compose routine and technical letters and memoranda; strong writing and proofreading skills are essential
- Skill in the use of computer and various associated software
- Strong administrative, organizational, and time management skills
- Problem solving skills and a thoughtful perspective in all work performed
- Ability to prioritize work
- Ability to communicate well verbally and in writing

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

- Minimal travel.
- The work environment is subject to many interruptions and concentration may be affected, and multi-tasking is required.
- Occasional lifting, up to ten (10) pounds.

**Continuing Education Requirements:**

- Maintain current knowledge in administrative techniques for operation of a judicial administrative office.

**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.**