

The Supreme Court of Appeals of West Virginia  
Position Announcement

Court Services Administrative Assistant  
Charleston, West Virginia  
Position open until filled. Posted December 9, 2024

The Supreme Court of Appeals of West Virginia announces the following professional opportunity within the Court Services Division of the Administrative Office, headquartered in Charleston, West Virginia. The position is Administrative Assistant, briefly described as follow:

**Administrative Assistant**

**Position Purpose:** The Administrative Assistant is a salaried staff position responsible for administrative support and clerical duties. This position reports directly to the Court Services Manager.

**Minimum Qualifications:** The successful candidate must possess a high school degree plus associate degree or no less than 2 years secretarial/administrative/paralegal related experience. Knowledge of the legal system is desirable.

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

**Primary Duties and Responsibilities include:**

- Manage database driven lists of professional service providers.
- Provides front line, daily assistance and support to attorneys and the public with regard to programs managed within the Division.
- Work with designee to maintain Court Services internet and sharepoint pages.
- Provide support as needed in preparation and staffing education conferences.
- Works with court personnel and professional service providers to remedy deficiency in practices and invoice submission.
- Audits and ensures accuracy of invoices for professional services billing as needed.
- Administrative support duties as assigned by Court Services leadership.
- Manage incoming calls to the dedicated division phone line ensuring calls are routed properly.
- Investigate and remedy issues presented by Judges, Circuit Clerks and support staff.
- Set up meetings and travel for leadership
- Maintaining Division Outlook calendar
- Performs related work as required.
- Travels as necessary.

**Skills and Qualifications:**

\*Highly proficient in Microsoft Office – specifically Word, Excel, Outlook, Access

\*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.

\*Ability to establish and maintain effective working relationships with other employees, attorneys, judges and other court officials, and the general public.

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

**Compensation and Benefits:**

\*Competitive salary (\$40,000).

\*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.

**Court Services Division, Administrative Office:**

The Administrative Office is headquartered in Charleston, West Virginia.

**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 [Pepper.arrowood@courtsww.gov](mailto:Pepper.arrowood@courtsww.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 (will be provided to applicant).

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