

**THE SUPREME COURT OF APPEALS OF WEST VIRGINIA
POSITION ANNOUNCEMENT**

**STAFF ATTORNEY IN OFFICE OF COUNSEL
EMPLOYMENT OPPORTUNITY**

Position open until filled.

The Supreme Court of Appeals of West Virginia is accepting applications for the position of Staff Attorney in its Office of Counsel (“OOC”). This is a full-time, in-person lawyer position located in Charleston, West Virginia, at the West Virginia State Capitol. The position reports to the Supreme Court’s Chief Counsel.

The OOC is a team of lawyers who work with all five Supreme Court justices to review and prepare written decisions for appeals and original jurisdiction cases in all areas of the law. This is a wonderful opportunity for a lawyer with strong analytical and legal writing abilities to serve the public by doing important work. We encourage both new and experienced attorneys to apply.

Minimum Qualifications:

- A Juris Doctorate from an ABA accredited law school.
- A member in good standing of the West Virginia State Bar (persons who are applying for Bar membership will be considered).
- Experience practicing appellate law, juvenile abuse and neglect law, or criminal law would be beneficial, but is not required.

Primary Duties and Responsibilities Include:

- Review and analyze appellate records and briefs.
- Conduct legal research.
- Prepare concise legal memoranda for the justices.
- Present written and verbal information to the justices during internal conferences.
- Draft, proofread, and review substantive memorandum decisions and orders.
- Other work as assigned.
- No travel is required.

Essential Skills:

- Excellent legal research and writing skills.
- Skilled at electronic legal research and word processing software.
- Skilled at analyzing, appraising, and organizing material, and presenting it in a clear and logical manner.
- Ability to quickly understand and apply precedent.

- Ability to handle and prioritize work in a timely manner.

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 other options),
- Life insurance,
- Defined benefit pension plan,
- Optional section 457 deferred compensation plan,
- 12 paid holidays,
- Sick leave, and
- Annual leave.

West Virginia Courts: West Virginia has a unified court system under which all state courts, including the Intermediate Court of Appeals, Circuit Courts, Family Courts, and Magistrate Courts, are supervised and administered by the Supreme Court of Appeals. More information about West Virginia's courts can be found 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, please mail or e-mail the completed West Virginia Judiciary Application for Employment (available at www.courtswv.gov/employment), a letter of interest, a resume with professional references, and a writing sample to:

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