

**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 *Human Resources Generalist* in Charleston, West Virginia. This position directly reports to the Human Resources Director.

**Position Summary:**

The Human Resources Generalist is responsible for supporting and executing various HR functions, including recruitment, employee relations, dealing with disciplinary issues, performance management, compliance, and training. This role works closely with the Director of the Human Resource Services Division for the West Virginia Supreme Court of Appeals to create a positive workplace culture and ensures the effective implementation of HR policies and procedures.

**Primary Duties and Responsibilities:**

**Recruitment:**

- Post job openings and manage the recruitment process.
- Assist in developing job descriptions and posting them on job boards.

**Employee Relations:**

- Act as a point of contact for employee inquiries related to policies, benefits, and workplace issues.
- Assist in resolving workplace conflicts and mediate disputes when necessary.
- Assists with providing guidance and reviewing all disciplinary actions.
- Promote positive employee relations and contribute to maintaining a supportive and inclusive work environment.

**Performance Management:**

- Support the performance review process by providing guidance to supervisors on evaluating employee performance.
- Assist in developing employee development plans, goals, and coaching sessions.
- Coordinate the performance appraisal cycle and follow up on the progress of improvement plans.

### **Training & Development:**

- Coordinate training sessions and programs for employees to enhance their skills and knowledge.
- Maintain training system and records of training and certifications.
- Identify training needs and assist in developing relevant programs to meet those needs.

### **Compliance:**

- Ensure that the organization complies with all local, state, and federal employment laws and regulations.
- Maintain and update employee handbooks, policies, and procedures.
- Assist with audits, reporting, and ensuring compliance with workplace safety standards.

### **HR Reporting & Administration:**

- Maintain HR databases and records, ensuring they are accurate and up-to-date.
- Generate HR reports as required for supervisors and leadership teams.
- Support in maintaining proper employee files, both physical and electronic.

### **Administrative Duties:**

- Develop project schedules, resource requirements, and cost estimates.
- Author or contribute to written materials, such as reports, newsletters, articles, and speeches.
- Maintain up-to-date records of activities, participation rates, and feedback.
- Ensure compliance with relevant health and safety regulations.
- Plan and conduct meetings with agendas, reports, and presentations.

### **Minimum Qualifications:**

#### **Education:**

- Bachelor's degree in Human Resources, Business Administration, or related field (or equivalent experience).
- At least 2-3 years of experience in an HR role, preferably as an HR Generalist or in a related capacity.
- Experience and education may be substituted for one another.
- Strong knowledge of HR laws, regulations, and best practices.
- Excellent communication and interpersonal skills.
- Ability to handle sensitive and confidential information with discretion.
- Organizational skills with the ability to manage multiple tasks and priorities effectively.
- Proficiency in Oasis HR software, other HR software, and Microsoft Office Suite (Word, Excel, PowerPoint).

**Skills and Abilities:**

- Familiarity with performance management systems and tools.
- Knowledge of HR analytics and reporting.

**Physical Requirements**

- Ability to lift and carry up to 25 pounds.
- Ability to stand, walk, and sit for extended periods.
- Ability to travel as needed for events and activities.

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

- This position operates onsite in a professional office environment.
- Occasional evening or weekend work may be required for events and activities.
- Occasional travel for training purposes.

**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](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.

**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:

[Luke.Harvey@courtswv.gov](mailto:Luke.Harvey@courtswv.gov)

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

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.