

**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 *Payroll Specialist* in Charleston, West Virginia. This position directly reports to the Payroll Manager.

Position Summary:

Under general supervision, the Payroll Specialist will work closely with the Payroll Manager to ensure a precise and timely statewide judicial payroll.

Primary Duties and Responsibilities:

- Processing pay period specific payroll changes into the payroll system.
- Process and monitor all payroll transactions in wvOASIS related to new hires, and changes in employee statuses. Along with employee direct deposit, tax changes and deductions.
- Review payroll related reports each pay period for accuracy.
- Supports employees with payroll related questions.

Minimum Qualifications:

- Graduation from a standard four-year high school or equivalent.
- Minimum of two years full time experience in state government polices and procedures in processing state payroll.
- Prior experience in the wvOASIS HRM payroll system is required.

Skills and Knowledge:

- Ability to adhere to deadlines.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain effective working relationships with others.
- Skill in the use of the wvOASIS HRM payroll system and of general office equipment.

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

- Extended time spent on computer requiring prolonged sitting during work hours.
- Professional office environment.

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.
- 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 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:

Margaret.lacy@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.