

Full job description

Position Title: Deputy Director of Circuit and Family Court Services

Effective Date: Immediately

Starting Salary: Level 5-7

FLSA Status: Exempt - Administrative

EEO Job Category: Professional

General Position Summary:

The Deputy Director is responsible for managing programs to assist judges, mental hygiene commissioners, and staff with the tools, resources, and information needed to conduct effective and efficient court proceedings and other programs, as needed. The Deputy Director will work under the general direction of the Director of Circuit and Family Court Services.

How We Work:

The Administrative Office of the Courts is committed to supporting the mission of the West Virginia Courts using an agile approach that aligns strategy, work, and capacity. This approach empowers our employees to respond quickly and efficiently to meet the needs of our customers: citizens, courts, judges, employees, and other stakeholders. We believe in continual improvement of our services and products to better serve and support our customers and the evolving environment. Court employees are future-focused, take initiative, and are personally responsible for work delivery and professional growth. Our leaders are committed to professional development and growth of employees by empowering and supporting motivated individuals; providing clarity and focus for projects; giving those individuals the environment and support they need; and fostering a culture of collaboration, transparency, learning, trust, and shared accountability.

Major Duties and Responsibilities: (The examples provided do not cover all the duties which the occupant of this position may be required to perform.)

- Researches best practices and evaluates and recommends changes to policies, procedures and laws governing access services for the West Virginia Courts including court assistance, language access, court forms, and online access.
- Researches and recommends solutions to improve and enhance court processes.
- Conducts planning activities with various stakeholders to develop new initiatives regarding court programs and needs.

- Develops new programs or enhancements based on planning recommendations, sets goals and objectives, selects strategies and activities, identifies and secures resources, develops performance measures, and evaluates performance.
- Conducts legal research and makes recommendations regarding rule, statutory, or form changes, as needed.
- Provides leadership, support, ongoing training, and technical assistance to court officers and staff, mental hygiene commissioners, and elected judicial officers throughout the state.
- Serves as a liaison to self-represented litigants, court assistance officers, clerks of the court, judges, mental hygiene commissioners, and other court personnel.
- Develops, implements, and manages programs.
- Serves on judicial branch committees, as required.
- Other duties as assigned.

Minimum Qualifications:

The West Virginia Courts reserve the right to consider an equivalent combination of education, training, and/or experience necessary to successfully perform the major responsibilities of the position.

Education and Experience:

- Juris Doctorate
- A minimum of five (5) years professional experience coordinating or managing programs.

Knowledge, Skills, and Abilities:

- Knowledge of judicial systems, including court processes, administration, rules and procedures.
- Knowledge of state statutes and ability to interpret and apply them to administrative procedures and/or challenges.
- Knowledge of technologies which assist in providing access services.
- Knowledge of the West Virginia Court system preferred.
- Skill in working with all individuals in a respectful and professional manner.

- Ability to conduct legal research.
- Ability to analyze complex issues and data and develop feasible solutions.
- Ability to plan and implement programs.
- Ability to communicate effectively verbally and in writing.
- Ability to work independently with minimal direction.
- Ability to work on multiple projects and organize and prioritize work to meet deadlines.
- Ability to work with and develop consensus solutions with various stakeholders.
- Ability to establish and maintain effective and cooperative working relationships with court personnel, judges, other justice agency partners, and the public.
- Ability to exercise sound professional judgment and make independent decisions.
- Ability to travel throughout the State of West Virginia.

Job Type: Full-time

Pay: Levels 5-7 to be determined upon experience

Work Location: In person, hybrid remote

Criminal Background Check: Successful candidates must submit to criminal background check and a drug screen.

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 and its Administrative Office are 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:

Lisa Tackett, Director of Court Services

lisa.tackett@courtswv.gov

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