

The Supreme Court of Appeals of West Virginia  
Position Announcement

RECEPTIONIST  
Charleston, West Virginia  
Position open until filled. Posted March 10, 2025

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

**RECEPTIONIST**

**Position Summary:** In addition to welcoming visitors to the Administrative Office, this position is the first person that a person speaks to when they contact the main contact number of the Administrative Office of the Supreme Court of Appeals. The position directs calls to the appropriate person or office, takes messages, or sometimes provides basic information to help a caller resolve a question. A friendly perspective and calm demeanor are essential as some callers are confused about court issues or disappointed about an outcome.

**Minimum Qualifications:** The successful candidate must possess a High School Diploma or equivalent, and proficiency in basic computer operations with an emphasis on document preparation.

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

**Primary Duties and Responsibilities include:**

- \*Answers all incoming telephone calls to the Administrative Office and forwards calls or takes messages as necessary.
- \* Greets visitors to the Administrative Office.
- \* Opens and distributes assigned portion of mail received in Administrative Office and serves as back-up to Messenger position for all Administrative Office mail distribution.
- \* Assists various Administrative Office divisions with mailings or other clerical work as needed.
- \* Performs other work as assigned by the Executive Assistant to the Administrative Director.

**Skills and Qualifications:**

- \*Knowledge of standard and legal English and proper spelling and punctuation.
- \*Ability to understand and follow complex oral and written instructions.
- \*Ability to work as part of a team as well as independently with minimal oversight and direction.
- \*Knowledge of legal terminology.

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

- \* Reliable transportation to and from work.
- \* The work environment is subject to many interruptions and concentration may be affected, and multi-tasking is required.
- \* The job requires the incumbent to be able to regularly converse with others.
- \* There may be an occasional need to lift up to ten (10) pounds

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

**Compensation and Benefits:**

- \*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.

**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 [jeanne.stevenson@courtswv.gov](mailto:jeanne.stevenson@courtswv.gov)

- \*Cover letter,
- \*Resume,
- \*Professional References (at least three, including current contact information),
- \*Signed Court Employment Application (available on Court website), and

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