

The Supreme Court of Appeals of West Virginia
Position Announcement

FAMILY COURT SECRETARY-CLERK
Princeton, West Virginia
Position open until filled. Posted March 17, 2025

The Supreme Court of Appeals of West Virginia announces the following professional opportunity within the Family Court Circuit, headquartered in Princeton, West Virginia. The position is 12th Family Court Circuit, Secretary-Clerk, briefly described as follow:

SECRETARY-CLERK

Position Purpose: The Secretary-Clerk is a salaried staff position responsible for secretarial and clerk duties. This position reports directly to the Family Court Judge in coordination and cooperation with the family case coordinator.

Minimum Qualifications: The successful candidate must possess a high school degree with some secretarial related experience. Knowledge of the legal system is desirable.

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

Primary Duties and Responsibilities include:

- *Prepares letters, memoranda, other correspondence, and orders.
- *Maintains files, logs, and indexes as necessary.
- *Answers incoming telephone calls.
- *Schedules and confirms appointments and hearings as required.
- *Enters cases in OSCAR computer system (or other designated system), updates and closes out when concluded.
- *Prepares case files for daily court docket, call attorneys for missing documents and prepares reporting forms for all files.
- *Furnishes family case coordinator with a monthly summary of pending cases.
- *Coordinates hearing schedules with the Bureau of Child Support Enforcement.
- *Prepares monthly reports on IV-D activities.
- *Prepares other reports as directed.
- *Duplicates hearing recordings as required.
- *Orders supplies and equipment.
- *Performs related work as required.

Skills and Qualifications:

- *Knowledge of standard and legal English, spelling, and punctuation.
- *Knowledge of office practices and procedures.
- *Ability to understand and follow complex oral and written instructions.
- *Skill in the use and care of a computer and related operating systems.
- *Ability to function well in stressful situations.
- *Ability to establish and maintain effective working relationships with other employees, attorneys, judges and other court officials, and the general public.

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

Compensation and Benefits:

- *Competitive salary (starting rate \$47,776.00).
- *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.

The 12th Family Court Circuit:

The 12th Family Court Circuit is headquartered in Princeton, West Virginia. It comprises Mercer and McDowell counties.

The family court exercises jurisdiction over annulments, divorces, child custody, child support, domestic violence petitions, and infant guardianships.

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 tabatha.ellison@courtswv.gov

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

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