

**Administrative Office of
The Supreme Court of Appeals of West Virginia
Position Announcement**

**2ND JUDICIAL CIRCUIT – MARSHALL, TYLER AND WETZEL COUNTIES
EMPLOYMENT OPPORTUNITY**

Position open until filled

The Position

The Administrative Office of the Supreme Court of Appeals of West Virginia has a professional opportunity for one Court Reporter in the 2nd Judicial Circuit, consisting of Marshall, Tyler and Wetzel Counties, West Virginia that will be available in **September of 2025**. The position reports directly to Judge Jeffrey D. Cramer as part of the local judicial administrative staff.

COURT REPORTER

Salary Commensurate with Experience and Education.

The 2nd Judicial Circuit, consisting of Marshall, Tyler and Wetzel Counties is now accepting resumes for the position of Court Reporter. This position works under direct supervision of Circuit Judge Jeffrey D. Cramer who sits primarily in Marshall County, West Virginia. Applicant must have excellent court reporting skills for reporting and transcribing jury trials, bench trials, hearings, and all other court proceedings. Must have State and/or National Certification or make satisfactory progress toward achieving certification. This is a salaried position. Hours are typically 8:30 a.m. to 4:30 p.m.

To apply, complete the Judiciary Application for Employment which can be found [here](#).

Send the completed application along with a letter of interest highlighting applicable experience, and a resume, including references to:

John Berkhouse
Court Reporter Coordinator
Circuit and Family Court Services
West Virginia Supreme Court of Appeals
1900 Kanawha Blvd. E., Rm E-100
Charleston, WV 25305

john.berkhouse@courtswv.gov

Criminal Background Check and Drug Screen: 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 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.

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