

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

**ADMINISTRATIVE OFFICE - KANAWHA COUNTY  
EMPLOYMENT OPPORTUNITY**

**Position open until filled (Posted 9/30/2025)**

The Supreme Court of Appeals of West Virginia has an immediate professional opportunity for ***Deputy Administrative Counsel*** in Charleston, West Virginia. This position directly reports to the Director of the Division of Legal Services and Administrative Counsel of the Supreme Court of Appeals of West Virginia.

**Deputy Administrative Counsel**

**Position Purpose:** This position primarily assists the Division of Legal Services and Administrative Counsel with providing legal services to the Supreme Court of Appeals of West Virginia. Specifically, the position serves to provide legal advice and analysis to the Court, the Administrative Director, Administrative Counsel, and Division Directors on a wide range of legal, human resource, and Court-business matters. In addition to offering legal advice, this position may engage in high-level decision-making discussions with senior leadership. This includes complex and varied professional legal work designed to facilitate the smooth operation of the entire Court system and the fair and efficient administration of justice in West Virginia.

**Overview of Position Duties and Responsibilities:** In service to the Division of Legal Services as deputy general counsel to the Supreme Court of Appeals of West Virginia, the successful candidate provides legal advice and counsel, within the attorney client privilege, to the Court and the Administrative Director on all issues managed by the Administrative Office, including contract and commercial transactions, policy review and implementation, litigation and outside counsel management, risk management, federal and state regulatory compliance, direct representation, dispute resolution, personnel matters, and other legal tasks consistent with the management and administration of the Supreme Court of Appeals of West Virginia.

**Duties and responsibilities may include, but are not limited to:**

- Preparing and presenting legal research, analysis, and advice as requested by the Court, Administrative Director, Administrative Counsel, Division Directors, and others.
- Assisting with all stages of civil and administrative litigation processes.
- Assisting with contract and lease drafting, analysis, review, and management.
- Assisting with developing, updating, and implementing Court policies.
- Maintaining files, correspondence, and documentation in accordance with applicable laws and Division policy.
- Reviewing, coordinating, and responding to FOIA requests.
- Other work as assigned.

**Requisite Qualifications, Education, and Credentials:**

- A Juris Doctorate from an ABA accredited law school.

- A member in good standing of The West Virginia State Bar.
- Two to three (2-3) years of law practice, or relevant equivalent legal experience, with emphasis on civil litigation, employment law, regulatory compliance, administrative/agency law, leases and commercial transactions.
- Experience as part of a legal team providing service to a medium-to-large private or public entity.

### **Skills and Knowledge:**

- Ability to manage and complete multiple tasks simultaneously with minimal supervision.
- Strong administrative, organizational, and time management skills.
- Effective communication and interpersonal skills; ability to establish and maintain effective working relationships with judges, court personnel, co-workers, and staff from other agencies.
- Ability to present ideas clearly and effectively, to communicate well and persuasively orally and in writing.
- Proficient with word processing, technology, and various software applications.
- Advanced problem solving and priority management skills.
- Considerable knowledge of general law, state laws, established precedent, and sources of legal reference.
- Considerable knowledge of court procedures and rules of evidence.
- Demonstrated knowledge of the Court system.
- Ability to apply legal principles and specialized knowledge to individual problems.
- Ability to present complex materials for educational/training purposes to a diverse audience.
- Demonstrated leadership acumen with high ethics and moral integrity.

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

Due to occasional travel throughout the state, a valid driver's license is required. The work environment is subject to many interruptions and concentration may be affected and multi-tasking is required. This position is subject to varying and unpredictable situations, including emergency or crisis situations, which may require handling multiple calls and inquiries simultaneously. The position requires the incumbent to be able to converse with others, often on complex topics. There may be an occasional need to lift up to ten (10) pounds.

### **Continuing Education Requirements:**

Maintain current knowledge of the law in a broad range of areas. Maintain current knowledge in all areas of administrative responsibility, learning trends, subject matter developments, technology innovations that enhance accuracy and efficiency.

**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, 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 the Court's website at [www.courtswv.gov](http://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](http://www.courtswv.gov)), along with a writing sample, a letter of interest highlighting applicable experience, and a resume, including references to:

[Suzanne.Summers@courtswv.gov](mailto:Suzanne.Summers@courtswv.gov)

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