

**Term Law Clerk, Office of the Clerk
Supreme Court of Appeals of West Virginia
Position Announcement**

The Supreme Court of Appeals of West Virginia seeks a term law clerk to be employed in the Office of the Clerk in a full-time position for a maximum time period of two years. The term law clerk will be expected to assist in processing appeals, extraordinary remedy actions, and various other aspects of operations of the Office of the Clerk including case management, records management, opinion and order processing, publications management, and other matters as assigned by the Clerk. The Office of the Clerk provides guidance and direction on various legal matters to the public, members of the West Virginia State Bar, and judicial officials and staff within the judiciary.

Consideration for this position is contingent upon graduation from an accredited law school with a minimum grade point average of 2.2. In addition, the successful candidate for this position must be a member of the West Virginia State Bar or must take the Uniform Bar Exam (UBE) within the initial two times the exam is offered from the date of employment and earn a combined, scaled score of 270 on the UBE and gain admission to the practice of law in West Virginia. Admission to the practice of law in West Virginia by transferred UBE score is also acceptable. The failure to earn a combined, scaled score of 270 on the UBE within two (2) attempts will result in a loss of employment. Failed attempts to earn a combined, scaled score of 270 on the UBE predating judicial employment count toward the two (2) attempts. Any person who has failed *any* bar examination two (2) or more times is ineligible for this position.

The successful candidate must also have the ability to manage and complete multiple tasks simultaneously with minimal supervision, have a basic knowledge of computer databases, have excellent communication skills, and have an exacting attention to detail. The annual salary is \$50,000 to \$65,000 dependent on membership with the West Virginia State Bar and experience. State benefits offered include medical insurance, optional flexible benefits coverage (dental, vision, disability, and excess medical), life insurance, defined benefit pension plan, Section 457 deferred compensation plan, thirteen (13) paid holidays, and annual and sick leave.

To be considered for the law clerk position, please submit a completed [West Virginia Judiciary Application for Employment](#) along with a letter of interest that reflects all state bar memberships. *If you are not a member of the West Virginia State Bar, please list the bar examinations you have taken.* Include with your letter of interest a résumé, law school transcript, and writing sample. Submit all application materials to C. Casey Forbes, Clerk, Supreme Court of Appeals of West Virginia, State Capitol, Room E-317, 1900 Kanawha Blvd., East, Charleston, WV 25305. Applications may be submitted by mail at the address provided or by e-mail to casey.forbes@courtswv.gov. Incomplete application packets will not be considered.

The candidates being considered for employment will be subject to a criminal background check. The West Virginia Judicial System is an Equal Opportunity Employer committed to providing equal access and unbiased, non-discriminatory treatment to all.