

DEPUTY CLERK OF COURT FOR THE INTERMEDIATE COURT OF APPEALS POSITION ANNOUNCEMENT

The Supreme Court of Appeals of West Virginia seeks an attorney to be employed as the Deputy Clerk of Court of the Intermediate Court of Appeals of West Virginia. The person in this position will report directly to the Chief Deputy Clerk of the Intermediate Court of Appeals and will be an integral part of the Court. The Deputy Clerk will assist the Chief Deputy Clerk with Intermediate Court operations, including legal analysis on jurisdictional and procedural matters, legal recommendations to the judges of the Intermediate Court of Appeals, opinion and order facilitation, case management, and the effective use of information technology. The Deputy Clerk also will assist in the supervision of employees within the Office of the Clerk of Court, provide guidance and direction to the public and members of the Bar, render legal analysis, as well as other duties as assigned by the Chief Deputy Clerk and Clerk of Court. The Deputy Clerk will be present at conferences of the Intermediate Court of Appeals, as well as at oral argument in any case in which the Chief Deputy Clerk is either unavailable or disqualified.

The successful candidate for this Deputy Clerk position must have a Juris Doctorate from an accredited law school and be a member in good standing of the West Virginia State Bar (or the equivalent in another state). Preference will be given to candidates with at least five years of law practice or relevant equivalent legal experience. The successful candidate must possess an exacting attention to detail, be an effective communicator, possess an ability to simultaneously manage and complete multiple tasks with minimal supervision, and have a superior academic record of accomplishment. The successful candidate must also be adept in producing a variety of documents for print and Web publication and have a working familiarity and basic understanding of databases and statistical reporting. Prior experience in appellate practice, civil law, workers' compensation, family law, or administrative law is preferred, but not required. Salary is commensurate with experience in the range of \$80,000 to \$105,000.

Full details for applying for the Deputy Clerk position are included on the Court website at http://www.courtswv.gov/Employment_packet.pdf. Applications must include a completed West Virginia Judiciary Application for Employment AND a release for criminal background check, a cover letter of interest and resume detailing appropriate education and experience, a recent sample of documents or presentations you have authored, and at least three (3) professional references. Application packets should be sent to:

Office of the Clerk, Intermediate Court of Appeals
West Virginia Judicial Tower
Attn: Ashley Deem
4700 MacCorkle Avenue, SE, Suite 200
Charleston, WV 25304

Preference will be given to applications received by November 24, 2025. The Court will not consider incomplete application packets, so be sure to check the website for application instructions and details. 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.