

The Supreme Court of Appeals of West Virginia
Position Announcement

FAMILY COURT CASE COORDINATOR
Charles Town, West Virginia
Position open until filled. Posted December 17, 2025

The Supreme Court of Appeals of West Virginia announces the following professional opportunity within the 24th Family Court Circuit, headquartered in Charles Town, West Virginia. The 24th Family Court Circuit comprises the counties of Berkeley and Jefferson. The position is Case Coordinator, briefly described as follow:

CASE COORDINATOR

Position Purpose: The Case Coordinator is a salaried staff position responsible for maintaining the court's docket and providing support for all court processes. This position reports directly to the Family Court Judge.

Minimum Qualifications: The successful candidate must possess a Bachelor's degree from an accredited four-year college or university in social work, legal studies or other related field, along with two (2) years of legal field related experience, and proficiency in basic computer operations with an emphasis on document preparation. Additional years of qualified experience may replace Bachelor's degree.

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

Primary Duties and Responsibilities include:

- *Plan, organize and oversee the family court judge case management system.
- *Perform case intake, make referrals to outside agencies, and calculate, in accordance with federal guidelines, child support amounts.
- *Calculate child support for pro se cases set for hearing before the family court judge.
- *Assist the court with document review and drafting summaries.
- *Prepare orders for the court.
- *Review case files prior to hearings to ensure that the case is ready for hearing.
- *Draft letters or correspondences for the court.
- *Conduct Pre-Mediation Screenings.
- *Manage the court's docket.
- *Travel as necessary.
- *Perform other duties and work as assigned.

Skills and Qualifications:

- *Knowledge of procedures, legal documents, and laws pertaining to domestic relations and the courts.
- *Knowledge of the organization, functions, responsibilities and procedures of the courts.
- *Knowledge of domestic relations issues.

- *Ability to organize and coordinate administrative activities.
- *Ability to communicate clearly and concisely, both orally and in writing.
- *Ability to work as part of a team and independently with minimal oversight and direction.
- *Ability to edit documents with emphasis on grammar, spelling and composition.
- *Ability to establish and maintain effective working relationships with other employees, attorneys, judges and other court officials, and the general public.
- *Ability to work with a certified therapy dog.

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

Compensation and Benefits:

- *Competitive salary based on experience and qualifications (min. starting rate \$50,116).
- *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 24th Family Court Circuit:

This vacancy is for Jefferson County Family Court located in Charles Town, West Virginia. 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 Christine.Glover@courtswv.gov

- *Cover letter,
- *Resume,
- *Professional References (at least three, including current contact information),
- *Signed Court Employment Application (available on Court website), and
- *Signed, Notarized Release for Criminal/Background Check (available on Court Website).

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