

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

**INTERMEDIATE COURT OF APPEALS OF WEST VIRGINIA
EMPLOYMENT OPPORTUNITY
Position open until filled (Posted 12/3/2025)**

The Intermediate Court of Appeals of West Virginia (“ICA”) seeks a paralegal to be employed in the ICA Office of Counsel. This is a full-time, in-person, at-will position located in Charleston, West Virginia, that will report directly to the Chief Counsel for the ICA.

Paralegal

Position purpose: The paralegal will assist the Office of Counsel’s attorneys by providing general administrative support and maintaining office systems for the management of internal memoranda, orders, and decisions. In this position, the successful applicant work on cases in all areas of the ICA’s jurisdiction: civil, family, administrative, and workers’ compensation appeals.

Minimum Qualifications: a degree in English, paralegal studies, or relevant job experience.

Primary Duties and Responsibilities Include:

- Proofread memorandum decisions for grammar, consistency, and style
- Cite-check memorandum decisions
- Track cases through the appellate process
- Organize documents and agendas for case conferences
- Purchase office supplies
- Perform related work as required

Essential Skills:

- Excellent grammar and proofreading skills
- Skilled at typing, electronic legal research, and Microsoft Office software
- Ability to deliver accurate results while balancing competing priorities in a timely manner
- Attention to detail
- Professionalism and discretion
- Strong written and oral communication skills

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

Compensation and Benefits:

- 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
- Sick leave
- Annual 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.

Application Process: To apply for this position, please send the completed Court Employment Application (available on the Court's website at www.courtswv.gov), a letter of interest highlighting applicable experience, a resume, and a list of professional references to:

Rebecca Charles, Chief Counsel
Intermediate Court of Appeals of West Virginia
4700 MacCorkle Ave., Ste 400
Charleston, WV 25304
rebecca.charles@courtswv.gov

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