

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

**INTERMEDIATE COURT OF APPEALS  
EMPLOYMENT OPPORTUNITY  
Position open until filled (Posted 12/23/2025)**

The Intermediate Court of Appeals of West Virginia (“ICA”) is accepting applications for the position of Assistant Counsel in the ICA Office of Counsel. This full-time position will be located in Charleston, West Virginia, and will report directly to the Chief Counsel for the ICA. Working remotely is not an option within the Office of Counsel.

**ICA Office of Counsel, Assistant Counsel**

**Position purpose:** An Assistant Counsel in the Office of Counsel assists the ICA with the review of appeals and the preparation of internal memoranda, orders, and decisions. In this position, the Assistant Counsel may work on cases in all areas within the ICA’s jurisdiction, including the areas of civil litigation, administrative law, workers’ compensation, and family law.

**Minimum Qualifications:**

- A Juris Doctorate from an accredited law school.
- A member in good standing with the West Virginia State Bar.

**Primary Duties and Responsibilities Include:**

- Review and analyze appellate records and briefs expediently.
- Conduct legal research.
- Prepare concise, confidential legal memoranda for the Court.
- Present written and verbal information during internal court conferences.
- Prepare, proofread, and review substantive decisions and orders.
- Assist with motions and special projects, as needed.
- Perform related work as required.

**Essential Skills:**

- Excellent knowledge of civil law, administrative law, family law, and other areas of law within the ICA’s jurisdiction.
- Excellent legal research and writing skills.
- Skilled at typing, electronic legal research, and Microsoft Office software.
- Skilled at analyzing, appraising, organizing, and presenting material clearly and logically.
- Ability to quickly understand and apply legal precedent.
- Ability to timely manage and prioritize high-volume, complex assignments.

**Criminal Background Check:** All successful candidates must submit to a 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,
- Sick leave, and
- 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](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 email the completed Court Employment Application (available on the Court's website at [www.courtswv.gov](http://www.courtswv.gov)), along with a letter of interest highlighting applicable experience, a resume with references, and a writing sample to

Rebecca Charles, ICA Chief Counsel  
Intermediate Court of Appeals of West Virginia  
[Rebecca.Charles@courtswv.gov](mailto:Rebecca.Charles@courtswv.gov)

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