

## **Job description**

### **Administrative Office of**

### **The Supreme Court of Appeals of West Virginia**

### **Position Announcement**

### **Administrative Office - Kanawha County**

### **Employment Opportunity**

### **Position open until filled**

The Supreme Court of Appeals of West Virginia has an immediate professional opportunity for a ***Project Manager*** in Charleston, West Virginia. This position directly reports to the Service Delivery Manager.

### **Position Summary:**

This position is responsible for the project management of various technology solutions for the Court. It is a full time position.

### **Essential Position Duties and Responsibilities:**

- Coordinates with key stakeholders to maintain project timelines and testing support.
- Understands scope management, change management, issue escalation and resolution.
- Develops scope of work by collaborating with team to define deliverables.
- Works with team to define and manage project schedules.
- Manages project costs.
- Works with team to validate deliverables.
- Acquires key stakeholder sign-off of deliverables and properly closes projects.
- Ensures project documentation is maintained and properly updated.
- Engages in stakeholder communication to track and update progress and ensures deliverables meet organizational needs.
- Supports the implementation of strategic planning and initiatives through project delivery.
- Performs other duties as assigned.

**Requisite Qualifications, Education, and Credentials:**

- PMP certification or equivalent. Additional years of project management may replace PMP.
- Bachelor's degree. Additional years of qualified experience may replace bachelor's degree.
- Four (4) years of IT software development experience.

**Preferred Skills and Knowledge:**

- Excellent presentation skills in technical and non-technical formats.
- Knowledge of software architecture, development, integration and support.
- Experience in Agile and CMMI development methodologies.
- Strong working knowledge of application development processes.
- Familiarity with DevOps principles.
- Familiarity with web application development.
- Experience with data integration and migration.
- Experience guiding teams on application architecture, coding, code reviews, test plans, deployments and operations.
- Ability to work with teams as well as independently with little oversight.

**Working Conditions (Physical/Mental Demands, and Environmental Factors):**

- 8-hour shift, Monday through Friday.
- Ability to work nontraditional hours as needed.
- Work Location: In person in Charleston, WV 25305: Relocate before starting work (Required)

**Continuing Education Requirements:**

- Maintain current knowledge on technology developments and trends in providing technology support in judicial and court administration through participation in a variety of outside programs, state and nationwide.
- Maintain and acquire industry related certifications.

**Performance Metrics:**

- TBD

**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, and · Annual and sick 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 is also the state's only appellate court. 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.

All positions of the Supreme Court of Appeals of West Virginia are considered at-will and may be terminated at any time, with or without notice or cause.

### **Application Process**

To apply for this position, please direct the completed Court Employment Application (available on Court website), along with a letter of interest highlighting applicable experience, and a resume, including references to:

[Angela.Lude@courtswv.gov](mailto:Angela.Lude@courtswv.gov)

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

Job Type: Full-time

Pay: \$70,000.00 - \$80,000.00 per year