

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

**EMPLOYMENT OPPORTUNITY**

**Court Reporter**, 28<sup>th</sup> Judicial Circuit, Jefferson County, WV  
available **January 2026 until filled**.

The position reports directly to Circuit Court Judge Bridget M. Cohee as part of the local judicial administrative staff.

Courthouse location is 110 N. George Street Charles Town, WV. Charles Town is located in the Eastern Panhandle of West Virginia, approximately one hour commute from the Baltimore-Washington, DC Metropolitan Area.

**COURT REPORTER**

Salary Commensurate with Experience and Education.

The 28<sup>th</sup> Judicial Circuit, consisting of Jefferson County is now accepting resumes for the position of Court Reporter. This position works under direct supervision of Circuit Judge Bridget M. Cohee.

Applicant must have excellent court reporting skills for reporting and transcribing jury trials, bench trials, hearings, and all other court proceedings. Must have State and/or National Certification or make satisfactory progress toward achieving certification. This is a salaried position.

Hours are typically 9:00 a.m. to 5:30 p.m.

To apply, complete the Judiciary Application for Employment which can be found [here](#) AND

Send the completed application along with a letter of interest highlighting applicable experience, and a resume, including references to:

John Berkhouse  
Court Reporter Coordinator  
Circuit and Family Court Services  
West Virginia Supreme Court of Appeals  
1900 Kanawha Blvd. E., Rm E-100  
Charleston, WV 25305  
[john.berkhouse@courtswv.gov](mailto:john.berkhouse@courtswv.gov)

PLEASE ALSO EMAIL YOUR EMPLOYMENT PACKET TO JUDGE COHEE  
[bridget.cohee@courtswv.gov](mailto:bridget.cohee@courtswv.gov)

**Criminal Background Check and Drug Screen:** Successful candidates must submit to criminal background check and a drug screen.

**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 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.

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