

Office of the Clerk, Supreme Court of Appeals of West Virginia

The Office of the Clerk has an immediate opening for an **assistant clerk** to work as an executive assistant/receptionist in a full-time position. Applicants must have a high school diploma. Higher education and at least three years of administrative or office experience is preferred.

Primary duties include managing calendars, drafting correspondence and other documents, preparing material for the Clerk and deputy clerks for meetings, circulating agendas and materials for meetings answering the main reception phone and greeting visitors at the front desk, and other office support duties as assigned.

Successful candidates will have the following:

- Excellent oral and written language skills
- Attention to detail
- Ability to multitask
- Self-discipline to complete tasks with minimal supervision
- Professionalism
- Discretion
- Dependability
- Knowledge of basic computer office software

If so, apply by submitting a completed West Virginia Judiciary Application for Employment, available at www.courtswv.gov, together with a resume, including three references, to C. Casey Forbes, Clerk of Court, Office of the Clerk, Supreme Court of Appeals of West Virginia, State Capitol, Room E-317, 1900 Kanawha Blvd., East, Charleston, WV 25305, or by **email to casey.forbes@courtswv.gov**.

Annual salary of \$35,000-\$55,000, commensurate with experience. State employee benefits, potentially including defined pension plan, Section 457 deferred compensation plan, 12 paid holidays, and annual and sick leave. The successful applicant will be subject to a criminal background check. The Supreme Court is an equal opportunity employer. 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.

Preference will be given to applications received by March 6, 2026.