

**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 an ***AI Content Developer*** in Charleston, West Virginia. This position reports to the Application Services Manager.

Position Summary:

This is an advanced technical position responsible for AI-assisted content that will integrate artificial intelligence with court systems; and work with governance committees, administrative leadership and staff to assist with ensuring AI integration remains consistent with the judiciary's mission to provide fair, impartial, and accessible justice.

Essential Position Duties and Responsibilities:

- Develop, refine, and maintain AI-generated content; and monitor chatbot interactions to identify gaps, outdated information, or user confusion.
- Develop structured prompts, templates, and content frameworks that improve the consistency, clarity, and compliance of AI-assisted outputs.
- Review, edit, monitor, audit, and validate AI-generated content to ensure accuracy, impartiality, neutrality, clarity, and bias mitigation.
- Update and test content and workflows as court rules, forms, and procedures change.
- Assist with ensuring AI-assisted content does not provide legal advice or misrepresent court processes.
- Apply plain-language principles and accessibility requirements (e.g., Section 508, WCAG) to content.
- Monitor system performance and evaluate performance metrics such as resolution rates and user satisfaction.
- Collaborate with court technology teams, legal counsel, administrative leadership, and governance committees to assist with ensuring responsible and secure use of AI tools; and responses that remain aligned with judicial policies.

- Conduct research to support content development, including stakeholder needs, and public-facing communication trends.
- Recommend strategies for integrating AI into operations to improve efficiency, transparency, and service delivery.
- Assist in developing internal guidelines for ethical and responsible AI use.
- Provide support in other content development areas, as needed, e.g.: public website, intranet, accessibility remediation, application forms and reports, etc.; and/or other duties, as assigned.

Requisite Qualifications, Education, and Credentials:

- Bachelor’s degree in information technology, communications, or related field. Additional years of qualified experience may replace bachelor’s degree.
- Minimum of four (4) years of qualified work experience in a related field.

Preferred Skills and Knowledge:

- Experience in content creation, government communications, technical writing, and AI-assisted content development.
- Familiarity with AI tools, natural language processing systems, or machine learning concepts, and public-sector technology environments.
- Ability to configure, test, and maintain AI content-generation tools in accordance with technology, cybersecurity, and data-handling/governance policies.
- Exceptional writing, editing, and analytical skills, with the ability to translate complex procedural information into clear, accessible plain language.
- Proficiency with AI content platforms and prompt engineering techniques.
- Analytical mindset with the ability to interpret data and optimize content performance.
- Excellent organizational, interpersonal, collaborative, and consultative skills.
- Strong attention to detail and commitment to accuracy, neutrality, and public trust.
- Awareness of ethical considerations and risk factors associated with AI use.

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

- Ability to work nontraditional hours as needed.
- 8-hour shift
- Work Location: In person, hybrid or remote opportunities are considered on a case-by-case basis.

Continuing Education Requirements:

- Stay informed regarding developments in AI, digital governance, and public-sector communication standards.
- Maintain and acquire industry related certifications.

Performance Metrics:

- TBD

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, 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.

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

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