

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

EMPLOYMENT OPPORTUNITY

Charleston, West Virginia

Position open until filled (Posted: 04/22/2026)

The Position

The Administrative Office of the Supreme Court of Appeals of West Virginia (“AO”) is now accepting resumes for the position of **Senior Law Clerk** for the Division of Circuit and Family Court Services. This is a salaried position, and the position is available immediately. The position is described as follows:

SENIOR LAW CLERK

Position Summary: The Senior Law Clerk is primarily responsible for providing legal and administrative support to Senior Status Judges and Circuit Court Judges on a floating and as-needed basis. In addition, this employee oversees and develops the Law Clerk Program. Finally, this role is responsible for preparing and updating appellate summaries and other guidance materials, manuals, and bench books.

Compensation Range: \$65,000-\$114,999 commensurate with education and experience.

Position Purpose: The Senior Law Clerk serves as the liaison between law clerks, judges, and court administrators to address needs and foster collaboration. This position influences the quality of legal research, case preparation, and judicial decision-making statewide.

Minimum Qualifications: A successful candidate must possess a Juris Doctorate from an ABA accredited law school and be a member in good standing with the West Virginia State Bar. A minimum of five years of prior clerkship experience is preferred. The candidate must have the ability to manage complex, multi-location programs with diverse stakeholders and have exceptional communication, leadership, and conflict-resolution skills. Experience with program management and process improvement is preferred.

Duties and Responsibilities: The Senior Law Clerk may have a broad spectrum of duties to perform, as every judge has specific legal and administrative support that they require of their law clerk. Duties and responsibilities may include, but are not limited to, the following:

- Perform legal research
- Prepare confidential legal memoranda
- Attend court hearings, as requested
- Assist in scheduling and organizing hearings
- Draft orders and opinions
- Advise and assist judges with legal issues
- Conduct scheduling conferences with counsel
- Respond to attorneys and self-represented litigants
- Prepare case summaries of appellate decisions and how these decisions apply to lower courts
- Lead the strategic planning, administration, and continuous improvement of West Virginia’s Law Clerk Program
- Prepare and update legal bench books, guidance materials, and manuals
- Oversee recruitment, selection, and onboarding of law clerks for courts across the state
- Develop and deliver training programs for law clerks in conjunction with the Education Division and education committee(s)
- Other duties as assigned

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

The Administrative Office of the Courts

The AO, located in Charleston, West Virginia, provides administrative direction and support to all elements of the state judiciary.

West Virginia Courts

West Virginia has a Unified Court System, under which all state courts, including 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 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.

Application Process

To apply for this position, please direct the following application materials to Candace.Corrigal@courtswv.gov:

- Cover Letter
- Resume
- Writing Sample
- References (at least three, including current contact information)
- Signed Court Employment Application (available on Court website)

All the requested documents and information must be received before a final employment decision is made.

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