

**Supreme Court of Appeals of West Virginia
Counsel to the Business Court Division**

Employment Opportunity

The Supreme Court of Appeals of West Virginia is hiring for **Counsel to the Business Court Division**. This person will work in the Administrative Office of the Supreme Court and be responsible for providing legal and administrative support to the judges appointed to the Business Court Division. The position supports all aspects of the Business Court Division, including monitoring case assignments and status of cases; preparing assignment orders; reviewing motions, performing legal research, and preparing orders; acting as a point of communication for attorneys who need information regarding Business Court Division cases; and preparing the Business Court Division's annual report. The position is responsible for coordinating courthouse facilities, bailiffs, and court reporters when Business Court Division judges need to conduct in-court proceedings. The position provides a unique opportunity to learn Business Court Division operations and gain invaluable practical experience while working in a challenging, high volume, highly variable and fast-paced environment. The position is also responsible for undertaking assignments, as needed by the Administrative Office.

Qualifications

The candidate must be a current member or become a member of the West Virginia State Bar, with a minimum of five (5) years of legal experience, preferably in business litigation as defined in West Virginia Trial Court Rule 29.04. The candidate must possess strong organizational skills and attention to detail, strong communication skills, excellent legal research and writing skills, as well as the ability to communicate clearly and concisely, exercise good judgment, and maintain tact, composure, and confidentiality.

Duties and responsibilities may include, but are not limited to:

- Monitoring case assignments and preparing assignment orders.
- Monitoring the status of cases assigned to the Business Court Division.
- Reviewing motions, performing legal research, and drafting orders.
- Preparing confidential legal memoranda.
- Attending court hearings, as requested.
- Advising and assisting judges with legal issues.
- Communicating with attorneys, circuit court clerks, and court personnel.
- Preparing the Business Court Division's annual report.
- Coordinating courthouse facilities, bailiffs and court reporters when Business Court Division judges need to conduct in-court proceedings.
- Undertaking assignments, as needed by the Administrative Office.

Compensation and Benefits

- Competitive salary based on experience and qualifications
- Years of Service salary increases
- 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 located in the State Capitol Complex in Charleston. 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 the Honorable Michael D. Lorensen, Chair of the Business Court Division: Michael.Lorensen@courtswv.gov

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

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