

**SUPREME COURT OF APPEALS OF WEST VIRGINIA  
EMPLOYMENT OPPORTUNITY**

**PARALEGAL**

**Position open until filled, but  
we will begin considering applicants on May 1, 2026.**

The Supreme Court of Appeals of West Virginia is hiring a paralegal in its Office of Counsel. This is a full-time, in-person, at-will position located in Charleston, West Virginia, that reports to the Supreme Court's Chief Counsel. Flexible work hours are available.

**Position purpose:** The Office of Counsel reviews all of the Supreme Court's cases and drafts many of the Court's decisions. A paralegal assists the justices and the lawyers in the Office of Counsel with the preparation and distribution of internal memoranda, orders, and decisions. This is an opportunity to join a wonderful team of people who do important work.

**Minimum Qualifications:** Graduation from a recognized college or university, preferably with a degree in English, paralegal studies, or criminal justice.

**Primary Duties and Responsibilities Include:**

- Proofread memoranda and decisions for grammar, consistency, and style
- Cite- and quote-check the Court's decisions
- Track cases through the appellate process
- Organize and prepare materials for the justices' review
- Perform related work as required

**Relevant skills:**

- Excellent grammar and proofreading skills
- Skilled at using electronic legal research, Microsoft Office, and Microsoft SharePoint
- Familiarity with the basic rules of legal citation
- Ability to handle and prioritize a large amount of work in a timely manner
- Attention to detail
- Professionalism and discretion

**Criminal Background Check:** All successful candidates must submit to a criminal background check.

**Compensation and Benefits:**

- 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
- 13 paid holidays
- Sick leave
- Annual 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](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.

**Application Process:** To apply for this position, please e-mail the completed West Virginia Judiciary Application for Employment (available on the Court's website [www.courtswv.gov/employment](http://www.courtswv.gov/employment)), a letter of interest highlighting applicable experience, a resume, and a list of professional references to:

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Questions: (304) 558-6035