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

FIFTH JUDICIAL CIRCUIT, ROANE COUNTY
EMPLOYMENT OPPORTUNITY
Spencer, West Virginia
Position open until filled (Posted: May 7, 2026)

The Position
The Administrative Office of the Supreme Court of Appeals of West Virginia ("AO") is now accepting resumes for the position of Circuit Judge Law Clerk for the **Honorable Anita Harold Ashley.** This position works under the direct supervision of Judge Anita Harold Ashley in the Fifth Judicial Circuit, Roane County, Spencer, WV. This is a salaried position. The position is described as follows:

CIRCUIT JUDGE LAW CLERK

Pay Scale: The annual salary for those who are not members of the West Virginia State Bar is $58,696.00, plus benefits, and the annual salary for those who are members of the West Virginia State Bar is $67,900.00, plus benefits. Documentation from the West Virginia State Bar, i.e., Bar Dues Statement, will be required to receive the higher salary.

Law Clerks who are active members of the West Virginia State Bar in good standing when hired will be paid at the Level corresponding to his or her years of experience as an active member in good standing of the West Virginia Bar up to a maximum credit of five (5) years of Clerk Service. Law Clerks are eligible for advancement in salary levels based upon years of service as a law clerk employed by the Court or for creditable experience as a licensed attorney as described above. Credit for years of service will only be given for years of service as a Supreme Court or Circuit Court Judicial Law Clerk worked after July 1, 2005.

Law Clerks who are admitted to the West Virginia Bar will be paid according to the following Classification Plan.

Level	Years of Credited Experience*	Salary
I	0, 1, 2, 3 years	$67,900.00
II	4, 5, 6 years	$71,900.00
III	7, 8, 9 years	$75,900.00
IV	10, 11, 12 years	$79,900.00
V	13, 14, 15, 16, 17 years	$83,900.00
VI	18, 19, 20, 21, 22, 23, 24 years	$87,900.00
VII	25 or more years	$91,900.00

**Years of Credited Experience Completed. Example: A Law Clerk will move to Step 2 after completing four (4) full years of service and beginning their fifth year.*

Position Purpose: The Circuit Court Law Clerk will be responsible for providing legal support to Judge Anita Harold Ashley. The position is a unique opportunity to learn court operations from the inside out and gain invaluable practical experience while working in a challenging, high volume, highly-variable and fast-paced environment.

Minimum Qualifications: A successful candidate must possess excellent legal research and writing skills. The candidate must also possess the ability to communicate clearly and concisely. Ability to exercise good judgment and maintain tact, composure, and confidentiality. The candidate must possess strong organizational skills and attention to detail.

All circuit judge law clerks must be current members or become members of the West Virginia State Bar and/or sit for the Uniform Bar Examination (UBE) each time it is offered. The failure to pass the Uniform Bar Examination within two (2) attempts will result in a loss of employment. West Virginia Bar Examination/Uniform Bar Examination failures predating judicial employment count toward the two (2) attempts. Any person who has failed the West Virginia Bar Examination, the UBE, or *any* bar examination, two (2) or more times is ineligible for these positions. Once a person passes the Uniform Bar Examination, the issue of bar examination failures is moot. Additionally, the minimum law school g.p.a. for these positions is 2.2.

Duties and Responsibilities:
Each law clerk might 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:

- Perform legal research,
- Prepare confidential legal memoranda,
- Attend court hearings, as requested
- Draft orders and opinions,
- Advise and assist judge with legal issues,
- Conduct discovery conferences,
- Respond to attorneys and self-represented litigants, and
- Monitor the court's docket.

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

Compensation and Benefits include:

- 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.

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 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.

Application Process

To apply for this position, please direct the following application materials to the Law Clerk Program Coordinator at suzanne.summers@courtswv.gov.

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

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

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