

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

**15TH JUDICIAL CIRCUIT, FAYETTE COUNTY  
EMPLOYMENT OPPORTUNITY  
Position open until filled (Posted 05/20/2026)**

The Supreme Court of Appeals of West Virginia has an immediate professional opportunity for a *Circuit Judge Secretary* in the 15<sup>th</sup> Judicial Circuit, Fayette County, West Virginia. This position directly reports to the Honorable Judge, Thomas K. Fast.

**CIRCUIT JUDGE SECRETARY**

The Circuit Judge Secretary provides clerical, administrative, and other support to the Circuit Judge. Attention to maintaining confidentiality associated with sealed legal matters due to their often sensitive and confidential nature is required. The successful candidate must have good people and communication skills, be able to multi-task, transcribe some dictation, have excellent computer and typing skills, and be self-motivated and organized.

**Minimum Qualifications:** Essentials for the successful candidate are:

- Associate degree or equivalent job experience of at least four (4) years preferred.
- Experience as part of a legal team or in a legal administrative environment preferred.
- Strong communication and interpersonal skills.
- Verbal and written competency in the English language.
- An ability to manage and complete multiple tasks simultaneously with minimal supervision.
- Proficiency in Microsoft Word

**Primary Duties and Responsibilities include:**

- Providing administrative support to the Judge consistent with the management and administration of the Circuit Court.
- Communicating regularly with attorneys and their office staff.
- Receiving and making telephone calls.
- Managing and filing documents in WV E-File CourtsPlus system (experience preferred but on job training is possible).
- Managing dual court calendar with Outlook and paper and monitoring deadlines.
- Preparing emails, letters, short routine orders, and editing documents as assigned by the Judge.
- Managing office supply inventories.
- Assisting with special projects as required by the Judge.
- Performing other work as assigned.

**Criminal Background Check:** Candidates must be willing to submit to criminal background check.

**Compensation and Benefits include:**

- Competitive salary based on experience and qualifications.
- Medical Insurance available.,
- Optional Flexible Benefits Coverage (dental, vision, disability, and excess medical),
- Life insurance.
- Defined benefit pension plan.
- Section 457 deferred compensation plan.
- 12 paid holidays.
- Annual and sick leave.

## **West Virginia Courts**

West Virginia has a unified court system wherein all state courts are administered by the Supreme Court of Appeals including the Intermediate Court of Appeals, Circuit Courts, Magistrate Courts, and Family Courts. 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 the 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 direct the completed Court Employment Application (available on Court website at [www.courtswv.gov](http://www.courtswv.gov)), signed and notarized Release for Criminal/Background Check (available on Court website), along with a letter of interest highlighting applicable experience, and a resume, including references to:

[Thomas.Fast@courtswv.gov](mailto:Thomas.Fast@courtswv.gov)

Or Mail To:  
Judge Thomas K. Fast  
100 North Court Street, Suite 408  
Fayetteville, West Virginia 25840

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