

Assistant Clerk
Office of the Clerk, Supreme Court of Appeals of West Virginia

The Office of the Clerk has an immediate opening for an assistant clerk in a full-time position. Applicants must have a high school diploma. Higher education and at least three years of administrative or office experience is preferred. Primary duties include assisting attorneys with case management, drafting documents, document management, etc.

Successful candidates will have the following:

- Excellent oral and written language skills
- Attention to detail
- Ability to multitask
- Self-discipline to complete tasks with minimal supervision
- Professionalism
- Discretion
- Dependability
- Knowledge of basic computer office software

If so, apply by submitting a completed West Virginia Judiciary Application for Employment, available at http://www.courtswv.gov/Employment_packet.pdf, together with a resume, including three references, to C. Casey Forbes, Clerk of Court, Office of the Clerk, Supreme Court of Appeals of West Virginia, State Capitol, Room E-317, 1900 Kanawha Blvd., East, Charleston, WV 25305, or by email to casey.forbes@courtswv.gov.

Annual salary of \$40,000-\$55,000, commensurate with experience. State employee benefits, potentially including defined pension plan, Section 457 deferred compensation plan, 12 paid holidays, and annual and sick leave. The successful applicant will be subject to a criminal background check. The Supreme Court is an equal opportunity employer. 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.

Preference will be given to applications received by June 30, 2026.