

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

**MONONGALIA COUNTY
TEMPORARY EMPLOYMENT OPPORTUNITY
Position open until filled (Posted 5/13/25)**

The Supreme Court of Appeals of West Virginia has an immediate professional opportunity for a *Temporary Circuit Judge Secretary* in the 21st Judicial Circuit (Monongalia County), West Virginia.

Circuit Judge Secretary

Position Purpose: This position provides clerical, administrative, and other support to the Circuit Judge, and requires attention to the confidential relationship and privilege associated with working directly for a Judge. Work is often of sensitive and confidential nature. Successful candidates must be able to multi-task, transcribe dictation, have excellent computer and typing skills, be self-motivated organized, and have a professional demeanor.

Minimum Qualifications: Essentials for the successful candidate are:

- Associate degree in paralegal studies 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.
- Must have proficient written and verbal skills
- An ability to manage and complete multiple tasks simultaneously with minimal supervision.

Primary Duties and Responsibilities include:

- Provides administrative support to the Judge on all issues managed by the Court, including employment issues, policy and procedural matters, and other tasks consistent with the management and administration of the circuit court.
- Manages court digital calendar and docket.
- Prepares various written documents on issues as requested by the Judge.
- Prepare email, correspondence, and other documents assigned.
- Monitor deadlines, prioritize tasks, and assess need for action, related to various Court issues.
- Assists with special projects as required by the Judge.
- Performs other work as assigned.

Criminal Background Check: Successful candidates must submit to criminal background check.

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 also the state's only appellate court. The Supreme Court of Appeals and its Administrative Office are 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 email the completed Court Employment Application (available on Court website at www.courtswv.gov), along with a letter of interest highlighting applicable experience, and a resume, including references to:

Human Resources Office: melissa.stuchell@courtswv.gov and deborah.finney@courtswv.gov

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