

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

**OFFICE OF COUNSEL - KANAWHA COUNTY
EMPLOYMENT OPPORTUNITY**

Position open until filled

The Supreme Court of Appeals of West Virginia has an immediate professional opportunity for *Chief Counsel* in Charleston, West Virginia. This position directly reports to the Supreme Court of Appeals of West Virginia.

Chief Counsel

Position Summary: This position reports directly to the Justices of the Supreme Court of Appeals and supervises all work of the lawyers and staff in the Office of Counsel. The Office of Counsel reviews all cases and other matters filed with the Supreme Court of Appeals, conducts in-depth legal research and analysis, and prepares written recommendations and drafts proposed decisions to present to the Court. The Office of Counsel also assists the Chief Justice in matters of disqualification of judges and magistrates statewide, and temporary assignments. Chief Counsel is responsible for the quality and accuracy of the work performed by the attorneys who work in the Office of Counsel and supervises workflow and timeliness. Chief Counsel is responsible for the training and professional development of the attorneys and staff in the Office of Counsel. Chief Counsel regularly interacts directly with the Justices regarding urgent and time-sensitive matters.

Essential Position Duties and Responsibilities:

- Supervises and makes assignments to Office of Counsel staff to facilitate timely review of all cases and matters filed with the Supreme Court of Appeals including civil, criminal, administrative, child abuse and neglect, workers' compensation, extraordinary writs, emergency petitions. May personally handle review of certain cases and matters.
- Oversees the preparation of memorandum decisions assigned to the Office of Counsel.
- Works in partnership with the Clerk of the Court and the Chief Justice in scheduling the work of the Supreme Court of Appeals, including case conferences.
- Oversees training and professional development of the lawyers and staff in the Office of Counsel.
- Administrative supervision of the Office of Counsel.
- Provides assistance to the Chief Justice and supervises Administrative Recusal Clerk as to disqualification of circuit court judges, family court judges and magistrates, temporary assignment and assignment of cases.

- Commitment to the rule of law and a high level of confidentiality of the work of the Office of Counsel and Court.

Requisite Qualifications, Education, and Credentials:

- Experience in supervision and administration.
- Must be in good standing with the West Virginia State Bar.
- Ten (10) years of experience as a practicing attorney (preferred).
- Job requires the ability to prioritize a large number of petitions, motions, other pleadings and legal issues coming before the Court to allow their presentation to the Court on an orderly and time-sensitive basis.
- Job requires knowledge of and the ability to oversee cases in all areas of the Supreme Court's jurisdiction.

Skills and Knowledge:

- The job requires the ability to work effectively with the Court's Administrative Director and the Clerk of Court.

Licensure Requirements: Active license with the West Virginia State Bar.

Working Conditions (Physical/Mental Demands, and Environmental Factors):

- Extended time spent on computer requiring prolonged sitting during work hours.
- Professional office environment.

Continuing Education Requirements:

- Secure annual training hours required to meet CLE requirements.
- Maintain good standing with the West Virginia State Bar.

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

Compensation and Benefits include:

- 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.
- Annual leave and sick leave.

West Virginia Courts

West Virginia has a Unified Court System, under which all state courts, including 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 completed West Virginia Judiciary Application for Employment (available on Court website at www.courtswv.gov), along with a letter of interest highlighting applicable experience, a writing sample, and a resume, including professional references to:

jeanne.stevenson@courtswv.gov

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