

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

**JUDICIAL CIRCUIT – GRANT COUNTY OPPORTUNITY**

**Open until 6/26/26**

**The Position**

The Administrative Office (AO) of the Supreme Court of Appeals of West Virginia has a professional opportunity for *Magistrate Assistant*. The position reports directly to the Chief Judge and the assigned magistrate and will be on call with that magistrate as part of the local Judicial Administrative Staff. Grant County Magistrate's office accepts applications from eligible candidates to fill this vacancy for a limited time and in person only.

**MAGISTRATE ASSISTANT**

Salary Commensurate with Experience and Education.

**Position Purpose:** Under the direction of the Magistrate, the Magistrate Assistant will be responsible for the smooth operation of the magistrate's office by being a buffer between the magistrate and the public; handling all correspondence, schedules trials and other appointments; types all papers involving the magistrate, including warrants, civil complaints, and judgment orders; maintaining court files; act as bookkeeper for the magistrate; collect monies paid to the magistrate, including court costs, fees, fines, and bonds; make daily deposits; prepares a daily accounting of all financial transactions and submits the report to the magistrate clerk; and acts as the public's liaison with the magistrate as well as the court system.

**Minimum Qualifications:** The successful candidate must possess a high school diploma or equivalent.

**Criminal Background Check and Drug Screen:** Successful candidates must submit to criminal background check and a drug screen.

**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, 12 paid holidays, and
- Annual and sick leave.

**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 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.courtsww.gov](http://www.courtsww.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 complete and return the judicial application in person at the Grant County Annex:**

**4 North Main Street  
Petersburg, WV 26847**

- \*Resume,
- \*Professional References (at least three, including current contact information),
- \*Signed Court Employment Application (available on Court website), and
- \*Signed, Notarized Release for Criminal/Background Check (will be provided to applicant).

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