

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

**INTERMEDIATE COURT OF APPEALS
EMPLOYMENT OPPORTUNITY
Position open until filled**

The Intermediate Court of Appeals of West Virginia is accepting applications for the position of *Assistant Counsel* in the Office of Counsel for the Intermediate Court of Appeals (“ICA”). This position will be located in Charleston, West Virginia, and will report directly to the Chief Counsel for the ICA. Working remotely is not an option within the Office of Counsel.

ICA Office of Counsel, Assistant Counsel

Position purpose: An Assistant Counsel in the Office of Counsel assists the ICA with the review of appeals and the preparation of internal memoranda, orders, and decisions. In this position, the Assistant Counsel may work on cases in all areas within the ICA’s jurisdiction, including the areas of workers’ compensation, administrative, civil litigation, and family law.

Minimum Qualifications:

- A Juris Doctorate from an accredited law school.
- A member in good standing with the West Virginia State Bar.

Primary Duties and Responsibilities Include:

- Review and analyze appellate records and briefs.
- Conduct legal research.
- Prepare concise legal memoranda for the Court.
- Present written and verbal information during internal court conferences.
- Prepare, proofread, and review substantive decisions and orders.
- Assist with motions and special projects, as needed.
- Perform related work as required.

Essential Skills:

- Knowledge of civil law, workers’ compensation, administrative, civil, family law, and other areas of law within the ICA’s jurisdiction.
- Excellent legal research and writing skills.
- Skilled at typing, electronic legal research, and word processing software.
- Skilled at analyzing, appraising, and organizing material, and presenting it in a clear and logical manner.
- Ability to quickly understand and apply precedent.
- Ability to handle and prioritize a large amount of work in a timely manner.

Criminal Background Check: All 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.

The Administrative Office of the Courts: The AO, located in Charleston, West Virginia, provides administrative direction and support to all elements of the state judiciary.

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.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 send the completed Court Employment Application (available on the Court's website at www.courtswv.gov), along with a letter of interest highlighting applicable experience, a resume with references, and a writing sample to:

Rebecca Charles, ICA Chief Counsel
Intermediate Court of Appeals of West Virginia
4700 MacCorkle Avenue, SE, Suite 400
Charleston, WV 25304

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