

**ADMINISTRATIVE OFFICE OF
THE SUPREME COURT OF APPEALS OF WEST VIRGINIA
Position Announcement**

Administrative Office – Kanawha County

Employment Opportunity – Full-Time, Hybrid Role (in-office and remote)

Position Open Until Filled (Posted 08/04/2026)

The Supreme Court of Appeals of West Virginia is seeking a Human Resources Generalist to join our team in Charleston, West Virginia. The successful applicant will be a key member of our HR Team and will report to the Director of Human Resources.

Position Summary:

As a Human Resources Generalist, you will play a vital role in delivering a wide range of HR services to the 1,600+ employees throughout the West Virginia Judiciary System - including talent acquisition, employee relations, performance management, compliance, and payroll & benefits administration.

You will work closely with Judicial Leadership and HR Staff to support day-to-day operations and champion key initiatives to foster an inclusive, high-performance culture.

Minimum Qualifications:

- Three to five years of hands-on experience in an HR role, ideally as an HR Generalist or HR Business Partner (a bachelor's or advanced degree in Human Resources, Business Management, or related field may be substituted for the experience requirement)
- Working knowledge of employment-related laws (FMLA, EEO, wage & hour, etc)
- Ability to develop and maintain effective working relationships
- Ability to manage confidential information with professionalism and discretion
- Ability to manage multiple priorities while maintaining a high degree of accuracy
- Solution-oriented mindset coupled with a sense of urgency to bring issues to a close
- Proficiency with HRIS and Payroll systems is preferred but not required

Physical Requirements:

- Ability to lift and carry up to 25 pounds
- Ability to stand, walk, and sit for extended periods
- Ability to travel as needed for conferences, training and other events

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

- Professional office environment
- Occasional evening or weekend work
- Occasional travel for conferences, training and other purposes
- Frequent interruptions and changing timelines and priorities

Criminal Background Check

Successful candidates must submit to 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
- 12 paid holidays, 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 is also the state's only appellate court. 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 submit a letter of interest, completed Employment Application (available on the Court's website), and resume - Michael.Linkous@courtswv.gov

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

All positions of the Supreme Court of Appeals of West Virginia are considered at-will and may be terminated at any time, with or without notice or cause.