

**JUDICIAL INVESTIGATION COMMISSION/
THE SUPREME COURT OF APPEALS OF WEST VIRGINIA
Position Announcement**

Judicial Investigation Commission – Kanawha County, Charleston
Employment Opportunity – Full-Time, Hybrid Role (in-office and remote)
Position Open Until Filled (Posted 08/27/2026)

The Judicial Investigation Commission (“JIC”), an arm of The Supreme Court of Appeals of West Virginia, is seeking an *Investigator* to join our team in Charleston, West Virginia. The successful applicant will be a key member of our team and will report to the Chief Counsel.

Position Summary:

As an Investigator, you will work closely with the Chief Counsel and Deputy Counsel and be responsible for investigations throughout West Virginia so statewide travel is required.

Minimum Qualifications:

- Five years full-time paid experience in law enforcement or investigative work.
- Two-year or four-year degree from an accredited college or university in a related field is preferred.
- Valid driver’s license and reliable transportation is necessary.
- Proficient computer skills.
- 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.
- Proficient writing skills.

Essential Job Functions:

- Reviews and investigates judicial ethics complaints and violations of the Code of Judicial Conduct;
- Reviews and investigates sexual harassment allegations within the Judicial Branch;
- Conducts fatality review investigations pursuant to the Fatality Review Protocol and reports on the same to the Regional and State Fatality review teams;
- Reviews and investigates any lawyer disciplinary complaints and violations by lawyers of the Rules of Professional Conduct when JIC Counsel is serving as Special Lawyer Disciplinary Counsel;
- Serves as the keeper of any evidence gathered in any judicial ethics, lawyer disciplinary and sexual harassment investigations and preserves the chain of custody;
- Prepares written reports outlining the factual findings of any judicial ethics, lawyer disciplinary and sexual harassment investigations conducted by him/her;
- Attends all JIC meetings and provides input when requested on complaints being considered for disposition;
- Attends Lawyer Disciplinary Board meetings at the request of Special Lawyer Disciplinary Counsel to

- provide input when requested on complaints being considered by that entity for disposition;
- Serves as a witness in any judicial ethics, lawyer disciplinary or sexual harassment hearings arising out of complaints or matters investigated by him/her; and
- Performs other related duties as assigned.

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 investigations, conferences, training and other events

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

- Professional office environment
- Regular travel for investigations, meetings, hearings and other purposes
- Frequent interruptions and change of timelines and priorities

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
- 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.

Equal Opportunity Employer

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 by email to Teresa.Tarr@courtswv.gov

Or

Mail To:

Judicial Investigation Commission
WV Judicial Tower, Suite 700A
4700 MacCorkle Avenue SE,
Charleston, WV 25304

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.