

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

**MAGISTRATE COURT DEPUTY CLERK – BERKELY AND MORGAN COUNTIES
EMPLOYMENT OPPORTUNITY**

Position open until filled (posted 08/11/2026)

The Supreme Court of Appeals of West Virginia has an immediate professional opportunity for *Magistrate Court Deputy Clerk* in Martinsburg, West Virginia. This position directly reports to the Magistrate Clerk.

Magistrate Court Deputy Clerk

Position Summary: The Magistrate Court Clerk's Office is the internal administrator of all financial matters and paperflow within the magistrate court. While the duties are many and varied, there are three major areas of responsibility: official court record keeping, processing court papers, and managing court finances.

Essential Position Duties and Responsibilities:

- Create and maintain case files with records of court proceedings.
- Process all criminal and civil filings and other court documents received daily.
- Prepare and issue all civil post-judgement documents for enforcement of a judgement.
- Prepare and issue appropriate notices and records in criminal cases to state agencies in the executive branch of government.
- Perform other work as assigned.

Requisite Qualifications, Education, and Credentials:

- High school diploma or GED.
- Proficient typing skills.
- Professional demeanor.
- Ability to manage multiple tasks.
- Competent in Microsoft Word programs.

Licensure Requirements: None

Continuing Education Requirements: None

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.
- Section 457 deferred compensation plan.
- 12 paid holidays.
- Sick leave, annual 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.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 Court Employment Application (available on Court website at www.courtswv.gov), along with a letter of interest highlighting applicable experience, and a resume, including references to, and signed notarized release for background check to:

megan.moler@courtswv.gov

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.

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