

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

**TWENTY-SEVENTH JUDICIAL CIRCUIT BERKELEY AND MORGAN COUNTIES
EMPLOYMENT OPPORTUNITY**

Martinsburg, WV

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

The Position

The Administrative Office (AO) of the Supreme Court of Appeals of West Virginia has a professional opportunity for a *Magistrate Court Cashier*. The position reports directly to Magistrate Court Clerk. The court cashier is responsible for managing financial transactions within the court system. This role includes processing payments for fines, fees, court costs, and restitution.

COURT CASHIER

Salary Commensurate with Experience and Education.

Position Purpose: Under the direction of the Magistrate Court Clerk, the Court Cashier will be responsible for providing excellent customer service while handling sensitive financial information. This role includes processing payments for fines, fees, and court costs, maintaining accurate financial records, and ensuring compliance with relevant laws and regulations. The court cashier will interact with the public, attorneys, and court personnel.

Qualifications, Skills and Knowledge: The successful candidate must possess a high school diploma or equivalent, although higher education is preferred. Financial transaction experience preferred. Must enjoy working with the public. 3 years customer service experience preferred. Strong attention to detail and accuracy, excellent communication skills, and proficient computer skills. Ability to handle financial transactions responsibly and ethically. Ability to work independently and with a team. Adhere to all court policies for cash handling and security measures. Must always maintain confidentiality.

Working Conditions:

Court environment which may involve interaction with the public in various emotional states. Fast paced environment which requires prioritizing tasks. Court appropriate attire is required.

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.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, signed notarized release for criminal 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.