

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

**INTERMEDIATE COURT OF APPEALS
EMPLOYMENT OPPORTUNITY**

Application period open until filled.

Position starts January 1, 2027.

The Supreme Court of Appeals of West Virginia has an immediate professional opportunity for a *Staff Attorney* in Charleston, West Virginia. This position directly reports to the Intermediate Court of Appeals Judges.

Position Summary:

Under supervision of the Intermediate Court of Appeals Judge, performs legal research and reads, analyzes, and interprets lower court record(s), agency briefs and/or appellate court briefs. Attends or observes court sessions and hearings/arguments.

Essential Position Duties and Responsibilities:

- Performs legal research pertinent to caseload of judge to which assigned.
- Prepares confidential legal memoranda.
- Prepares bench notes, drafts of opinions and orders.
- Reads, analyzes, and interprets lower court record(s), agency briefs, and/or appellate court briefs.
- Searches for, interprets and applies statutes, court decisions, and other legal authorities on points of law involved in the preparation of legal rulings.
- Proofreads and reviews circulating opinions.
- Attends or observes court sessions and hearing/arguments.
- Performs related work as required.

Requisite Qualifications, Education, and Credentials:

- A Juris Doctorate from an accredited law school.
- All intermediate court of appeals law clerks must be a member in good standing of the West Virginia State Bar or gain admission within twelve months of appointment and remain in good standing.
- Minimum law school GPA of 3.0.

Skills and Knowledge:

- Knowledge of the State judicial system.
- Knowledge of judicial procedures and rule of practice.
- Knowledge of the principles, methods, materials, and practices of legal research.

- Skill in analyzing, appraising, and organizing facts, evidence and material, and presenting such material in clear and logical form for oral or written presentations as opinions, memoranda, orders or decisions.
- Ability to understand and interpret constitutional provisions, statutes, administrative regulations and precedents.
- Ability to exercise good judgment and maintain tact, composure, and confidentiality.
- Ability to understand and interpret constitutional provisions, statutes, administrative regulations and precedents.
- Ability to prepare for judicial approval orders and opinions on petitions, motions, and appeals filed.
- Ability to understand and interpret constitutional provisions, statutes, administrative regulations and precedents.
- Ability to establish and maintain effective working relationships with members of the judiciary, court and departmental administrators, attorneys, and associates.

Licensure Requirements:

Member of the West Virginia State Bar or gain admission to the West Virginia State Bar within twelve months of appointment.

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

- Extended time spent on computers requires prolonged sitting during work hours.
- Professional office environment.
- Minimal travel.

Continuing Education Requirements:

Secure annual training hours are required to maintain CLE requirements.

Maintain good standing with the West Virginia State Bar.

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 in Charleston and are 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.

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.

Application Process

To apply for this position, please direct the completed Court Employment Application (available on Court website), along with a letter of interest highlighting applicable experience, two writing samples, and a resume, including references to:

Judge Jim Douglas
Intermediate Court of Appeals of West Virginia
111 Court Street
Suite 5
Charleston, WV 25301

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