

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

Administrative Office – Kanawha County, Charleston
Employment Opportunity – Full-Time, Hybrid Role (in-office and remote)
Position Open Until Filled (Posted 09/03/2026)
Salary Range: \$50,000-\$60,000 annually

The Supreme Court of Appeals of West Virginia is seeking an *Application Support Specialist* to join our team in Charleston, West Virginia. The successful applicant will be a key member of our Division of Technology Services team and will report to the Service Delivery Manager.

Position Summary:

As an Application Support Specialist, you will play a vital role in providing enterprise user training and support as part of an application support team. Essential duties and responsibilities will include:

- developing course curriculum on technology applications used by the organization
- providing support and training to Court Staff,
- developing and maintaining user manuals and reference guides to assist with financial matters of the Court,
- researching Service Desk tickets and troubleshooting,
- providing application testing, validation, and verification from the user perspective for new application releases/upgrades,
- developing standardized formatting for project training deliverables,
- working with cross-functional teams to ensure quality throughout the application development lifecycle, and
- other duties as assigned

Minimum Qualifications:

- Associate's degree and 2 years of experience working with application release management and test plan development. Additional years of qualified experience may replace associate's degree
- 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

Preferred Qualifications, Education, and Credentials:

- Qualified experience in the WV Court System with special consideration for individuals responsible for financial records

Preferred Skills and Knowledge:

- Strong interpersonal, organization, and time management skills
- Certified paralegal with applicable attorney office/law firm experience
- Ability to learn complex application systems and develop appropriate curriculum levels based on user role
- Ability to think strategically, problem solve and develop solutions in real time
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- Strong computer skills
- Ability to be engaging and create an interactive learning environment
- Proficient in Microsoft Office applications
- Ability to multitask and perform in a dynamic work environment
- Ability to communicate in a professional manner both verbally and in writing

Physical Requirements:

- Ability to lift and carry up to 25 pounds
- Ability to stand, walk, and sit for extended periods
- Ability to travel throughout the state, which may result in overnight stays

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

- Professional office environment
- Ability to work nontraditional hours as needed
- Occasional evening or weekend work
- Occasional travel for conferences, training and other purposes
- Frequent interruptions and changing timelines and priorities
- Must have reliable transportation and valid state issued driver's license

Continuing Education Requirements:

- Maintain current knowledge on technology developments and trends in providing technology support in judicial and court administration through participation in a variety of outside programs, state and nationwide
- Maintain and acquire industry related certifications

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 **Angela.Lude@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.