

**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: \$45,000-\$55,000 annually

The Supreme Court of Appeals of West Virginia is seeking an *Application Tester* 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 Application Services Manager.

Position Summary:

As an Application Tester you will play a vital role in providing enterprise application testing and support as part of an application support team. Essential duties and responsibilities will include:

- designing, developing, and executing automated and manual test cases related to technology applications used by the organization to ensure functionality,
- analyzing and documenting test results; and reporting bugs and errors to development teams,
- assisting with troubleshooting and resolving application-based issues escalated from the Service Desk,
- conducting post-release/post-implementation testing,
- working with cross-functional teams to ensure quality throughout the application development lifecycle,
- assisting application development with code table maintenance as needed, 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 Skills and Knowledge:

- Strong interpersonal, organization, and time management skills

- Ability to learn complex application systems and develop appropriate test cases based on user role
- Ability to think strategically, problem solve and develop solutions in real time
- 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 as needed for conferences, training and other events

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 to **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.