

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

**KANAWHA COUNTY
EMPLOYMENT OPPORTUNITY
Position open until 11/01/26**

The Position

The Administrative Office of the Supreme Court of Appeals of West Virginia has an immediate professional opportunity for a Human Resources Director at the Administrative Office in Charleston, West Virginia. The position reports directly to the Administrative Director.

DIRECTOR

Salary Range: \$80,000-\$139,999

Position Summary: This position will develop human resource strategies for the West Virginia Judiciary and oversee talent recruitment, selection, and retention; compliance with policy and procedure; employee relations; total compensation (benefits/salary planning/performance management); payroll management; and claims management (workers/unemployment compensation).

Minimum Qualifications: Graduation from a recognized college or university with a bachelor's degree in human resource management, industrial relations, business administration or related field. Master's degree preferred. SHRM certification preferred. At least five (5) to ten (10) years of work experience in human resources, with increasing responsibility. Minimum of five (5) years directly supervising HR and payroll staff.

Skills and Knowledge:

- Working familiarity with human resource-based laws and regulations (local, state, federal), including principles applicable to a public employment environment.
- Excellent verbal and written communication skills; advanced problem-solving skills.
- Supervisory and leadership experience.
- Knowledge of the public employment environment, notably the State of West Virginia and its court system.
- Proficient in use and implementation of technology, specifically with human resource information systems (HRIS) and processes and payroll systems, in addition to general Word Suite and related software.

Essential Position Duties and Responsibilities:

- Leads and administers the Division of Human Resources, including preparing and managing budgetary/financial compliance, oversight and project management and administration, advising the Administrative Director as to human resources policies, and implementing personnel policies and goals.

- Manages and supervises the human resource staff including establishment of objectives, training and development, and performance management.
- Supports the staffing needs of the court through developing and implementing a talent management process including: maintaining a current job description for every position; assisting with routine needs assessments; placing advertisements for position vacancies; screening incoming applications; assisting in scheduling interviews, rating candidates, securing all pre-employment paperwork; preparing formal offer letters and communicating with candidates; coordinating the new hire process with payroll; and setting standards for the “hiring process” and assisting all selecting authorities with this process.
- Leads compliance efforts through participating in development of policy/procedure/standards, monitoring adherence to internal policies and legal standards, investigating allegations of wrongdoing/noncompliance, providing recommendations to the Administrative Director, working with the Division of Legal Services to assist in litigation and litigation risk assessment.
- Directs and manages the total compensation-employee benefits function, including pension benefits, insurance benefits, salary planning, and other benefits, by executing the following: establishing and maintaining accurate, complete, and secure record-keeping; communicating with the employees on a regular basis concerning developments and details; managing ongoing and open enrollment processes; answering employee questions on an ongoing basis as needed; and continued development of salary ranges, performance evaluations, and other management tools.
- Processes workers compensation and unemployment compensation claims, including managing claims data, interfaces with the insurance carrier (as applicable), interfaces with employees as applicable, resolves claims/concerns as able, attends hearings and represents the Court’s position on the claim, follow-up as appropriate.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources and employment law.
- Provide or obtain workplace training for all Court personnel on skills such as communication, management, and other key professional skills.
- Performs other duties as assigned.

Licensure/Certification Requirements: Valid driver’s license. SHRM certification preferred.

Working Conditions: This position requires moderate travel throughout the state. The position is designed to be responsive to incoming questions and inquiries in real-time and is therefore subject to many interruptions, which can impact concentration. Professional office environment, with extended periods of sitting and computer work.

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, 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 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.

Candidates with disabilities may request accommodation for consideration by the Court's ADA Coordinator in accordance with federal, state, and local laws

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:

Bradley Schmalzer, Esq.
Chief of Court Operations &
Deputy Administrative Director
Supreme Court of Appeals of West Virginia
1900 Kanawha Boulevard, East
Charleston, WV 25305

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