

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

**First Judicial Circuit – Ohio County, Wheeling
Employment Opportunity – Full-Time
Position Open Until Filled (Posted 09/08/2026)**

The Administrative Office (AO) of the Supreme Court of Appeals of West Virginia has a professional opportunity for a *Magistrate Assistant*. The position reports directly to Magistrate William M. Lemon and will be on call with that magistrate as part of the local Judicial Administrative Staff.

MAGISTRATE ASSISTANT

Salary Commensurate with Experience and Education.

Position Purpose: Under the direction of the Magistrate, the Magistrate Assistant will be responsible for the smooth operation of the magistrate's office by being a buffer between the magistrate and the public; handling all correspondence, schedules trials and other appointments; types all papers involving the magistrate, including warrants, civil complaints, and judgment orders; maintaining court files; act as bookkeeper for the magistrate; collect monies paid to the magistrate, including court costs, fees, fines, and bonds; make daily deposits; prepares a daily accounting of all financial transactions and submits the report to the magistrate clerk; and acts as the public's liaison with the magistrate as well as the court system.

Minimum Qualifications: Essentials for the successful candidate are:

- AA degree in paralegal studies, preferred
- Experience in a legal office, required
- Proficient typing skills and professional phone etiquette.
- Ability to manage multiple tasks.
- Proficient computer skills
- Ability to work in a fast-paced environment.

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 following application materials to Human Resources at deborah.finney@courtswv.gov

- Cover Letter,
- Resume,
- Writing Sample,
- References (at least three, including current contact information),
- Signed Court Employment Application (available at www.courtswv.gov),
- Signed, Notarized Release for Criminal Background Check, and

Or Mail To: (optional)

Magistrate William M. Lemon
Ohio County Courthouse
26 Fifteenth Street
Wheeling, WV 26003

All of the requested documents and information must be received before a final employment decision will be made.

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.