

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

Judicial Circuit – All Counties

Employment Opportunity – Temporary

Position Open Until Filled (Posted 10/28/2026)

The Supreme Court of Appeals of West Virginia has openings for a ***Temporary Magistrate Assistant*** in all West Virginia counties. This position reports directly to the Magistrate and will be on call with that magistrate as part of the local Judicial Administrative Staff.

Position Summary:

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; and acts as the public's liaison with the magistrate as well as the court system.

Minimum Qualifications:

- **Must reside in West Virginia**
- 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.

Primary Duties and Responsibilities include:

- Handle all correspondence, schedule trials and other appointments.
- Type all papers involving the magistrate, including warrants, civil complaints, and judgment orders.
- Maintain court files.
- Act as bookkeeper for the magistrate.
- Perform financial tasks such as collections, deposits, and reporting.
- Perform other work as assigned.

Criminal Background Check: Successful candidates must submit to criminal background check.

Compensation:

- Competitive hourly wage based on experience and qualifications.

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 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.

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 Human Resources at careers@courtswv.gov

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