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

Court Administrator's Office – Kanawha County, Charleston
Employment Opportunity – Full-Time
Position Open Until Filled (Posted 11/04/2026)
Starting Salary: $44,932 annually

The Supreme Court of Appeals of West Virginia is seeking an *Administrative Assistant* to join the Kanawha County Administrator's Office in Charleston, West Virginia. The successful applicant will be a key member of our team and will report to the Trial Court Administrator.

Position Summary:

The administrative assistant is a salaried staff position responsible for administrative and clerical support as well as assisting the public. The successful candidate must communicate professionally, maintain accurate records, protect confidential information, and manage competing responsibilities in a busy court environment.

Minimum Qualifications:

- Preference will be given to legal office or court experience.
- Strong customer service skills.
- 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
- Proficient computer skills, data entry and document management applications.
- Strong attention to detail and organizational skills.
- Ability to prepare accurate documents, maintain records & meet deadlines.
- Willingness to learn court procedures and applications.
- Must enjoy working with the public.

Essential Duties:

- Answer & direct office telephone calls and assist individuals at the public service window.
- Various customer service-related tasks for the public.
- Process incoming and outgoing office mail.
- Provide clerical assistance to the Court Administrator and distribute Circuit Court dockets.
- Provide clerical backup support.
- Miscellaneous court appointed counsel and case processing tasks.

- P-card transactions and maintain office supplies.
- Other duties as assigned.

Physical Requirements:

- Ability to stand, walk, and sit for extended periods

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

- Professional environment interacting with different types of people.
- Frequent interruptions and changing timelines and priorities

Criminal Background Check

Successful candidates must submit to criminal background check.

Compensation and Benefits include:

- 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 **Christopher.McClung@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.