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

Administrative Office – Kanawha County, Charleston
Employment Opportunity – Full-Time, Hybrid Role
Position Open Until Filled (Posted 11/17/2026)
Salary Range: $45,000 to 60,000

The Supreme Court of Appeals of West Virginia is seeking a *Benefits Coordinator* in Charleston, West Virginia. The successful applicant will be a key member of our Division of Human Resources team and will report to the HR Director.

Position Summary:
This position is responsible for the administration of Court employee insurance benefits throughout the Judicial system of West Virginia.

Primary Duties and Responsibilities:

- Enrolls new employees for benefits under the WV Public Employees Insurance Plan (PEIA) and the Mountaineer Flexible Benefits (MFB).
- Audits, balances and pays the monthly PEIA and Retiree Health Benefits Trust billing reports for active and retirees.
- Processes yearly Open Enrollment changes for PEIA, Managed Care, and MFB including calculating and balancing employee premiums.
- Assists employees with changes, questions, or problems regarding insurance issues, including but not limited to, written eligibility documentation to the Social Security Administration, Bureau of Child Support and other insurance companies.
- Enters all enrollments, terminations, and changes into the wvOASIS payroll system and the PEIA ACCESS system.
- Communicates to all Court employees regarding insurance benefits information, updates, or changes (i.e., Open Enrollment, Public Hearings and Benefit Fairs).
- Authors articles for the Judicial newsletter.
- Attends training sessions and Webinars regarding PEIA and MFB issues.
- Participates in judicial conferences to inform new and existing employees of their availability to participate in the various benefit plans offered by the State.
- Assists the Human Recourses team with all other duties assigned.

Minimum Qualifications:

- Associate's degree and 4 years experience in benefits administration including State and Federal laws regulations (i.e., Health Insurance Portability Affordability Act and Medicare),
- 2 years PEIA experience, preferred.
- State government experience, preferred.
- Proficient computer skills.
- wvOASIS payroll system and the PEIA experience.
- Excellent customer service skills.

Skills and Knowledge:

- Knowledge and understanding of practices of insurance companies and Third-Party Administrators.
- Ability to maintain effective working relationships with employees, employers and government officials.
- Excellent interpersonal and communication skills.
- Ability to understand and follow complex oral and written instructions, to organize and perform detailed tasks precisely, and to work efficiently and independently.
- Knowledge of the wvOASIS system and knowledge of West Virginia policies and procedures in processing state payroll.

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

- Works in a Professional Office Environment.
- Occasional travel required throughout West Virginia.

Continuing Education Requirements:

- Maintain current knowledge of PEIA's policies and procedures through attending sponsored workshops, reviewing publications.
- Maintain current knowledge on West Virginia State payroll policies, practices and payroll related software (Oasis and ACCESS).

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 direct the completed Court Employment Application (available on Court website), along with a letter of interest highlighting applicable experience, and a resume, including references to: **careers@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.