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

Seventeenth Judicial Cicuit - Clay County, Clay
Employment Opportunity – Full-Time
Position open until filled (Posted 11/12/2026)

The Administrative Office of the Supreme Court of Appeals of West Virginia ("AO") is now accepting resumes for the position of *Circuit Judge Law Clerk* for the **Honorable Michael W. Asbury, Jr.** This position works under the direct supervision of Judge Michael W. Asbury in the Seventeenth Judicial Circuit, Clay County, Clay, WV. This is a salaried position which is available immediately. The position is described as follows:

Position Summary:
The Circuit Court Law Clerk will be responsible for providing legal support to Judge Asbury. The position is a unique opportunity to learn court operations from the inside out and gain invaluable practical experience while working in a challenging, high volume, highly variable and fast-paced environment.

Minimum Qualifications:
A successful candidate must possess excellent legal research and writing skills. The candidate must also possess the ability to communicate clearly and concisely. Ability to exercise good judgment and maintain tact, composure, and confidentiality. The candidate must possess strong organizational skills and attention to detail.

All circuit judge law clerks must be current members or become members of the West Virginia State Bar and/or sit for the Uniform Bar Examination (UBE) each time it is offered. The failure to pass the Uniform Bar Examination within two (2) attempts will result in a loss of employment. West Virginia Bar

Examination/Uniform Bar Examination failures predating judicial employment count toward the two (2) attempts. Any person who has failed the West Virginia Bar Examination, the UBE, or any bar examination, two (2) or more times is ineligible for these positions. Once a person passes the Uniform Bar Examination, the issue of bar examination failures is moot. Additionally, the minimum law school g.p.a. for these positions is 2.8.

Duties and Responsibilities:
Each law clerk might have a broad spectrum of duties to perform, as every judge has specific legal and administrative support that they require of their law clerk. Duties and responsibilities may include, but are not limited to:

- Perform legal research,
- Prepare confidential legal memoranda,
- Attend court hearings, as requested
- Draft orders and opinions,
- Advise and assist judge with legal issues,
- Conduct discovery conferences,
- Respond to attorneys and self-represented litigants, and
- Monitor the court's docket.

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

- Professional office environment
- Occasional evening or weekend work
- Occasional travel for conferences, training and other purposes
- Frequent interruptions and changing timelines and priorities

Criminal Background Check:
All successful candidates must submit to a criminal background check.

Pay Scale:
The annual salary for those who are not members of the West Virginia State Bar is $60,490.00, plus benefits, and the annual salary for those who are members of the West Virginia State Bar is $69,694.00, plus benefits. Documentation from the West Virginia State Bar, i.e., Bar Dues Statement, will be required to receive the higher salary.

Law Clerks who are admitted to the WV State Bar will be paid according to the following Classification Plan:

Level	Years of Completed Service	Annual
I	0, 1, 2, 3 years	$69,694.00
II	4, 5, 6 years	$73,694.00
III	7, 8, 9 years	$77,694.00
IV	10, 11, 12 years	$81,694.00
V	13, 14, 15, 16, 17 years	$85,694.00
VI	18, 19, 20, 21, 22, 23, 24 years	$89,694.00
VII	25 or more years	$93,694.00

Compensation and Benefits include:

- Competitive salary based on experience and qualifications,
- Years of Service salary increases,
- 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, 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 **Tonya.Hunt@courtswv.gov**

- Cover Letter,
- Resume,
- Law School Transcript,
- Writing Sample,
- References (at least three, including current contact information),
- Signed Court Employment Application (available on Court website), and

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.