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

Administrative Office – Kanawha County, Charleston
Employment Opportunity – Full-Time
Position Open Until Filled (Posted 11/18/2026)
Salary Range: Minimum starting rate $51,910

The Supreme Court of Appeals of West Virginia is seeking a *Case Coordinator* for the Honorable Brittany Ranson Stonestreet in the Eleventh Family Court Circuit, headquartered in Charleston, West Virginia. The successful candidate will report directly to the Family Court Judge.

Position Summary:
The Case Coordinator is a salaried staff position responsible for maintaining the court's docket and providing support for all court processes. The Case Coordinator plays a key role in keeping a busy Family Court docket running smoothly, working directly with the Judge on everything from scheduling and case preparation to drafting orders. This position is ideal for someone who thrives in a fast-paced environment, embraces technology and process improvement, and can juggle multiple responsibilities with ease. For those interested in the legal system, family law, or public service, it's a unique opportunity to gain meaningful, hands-on experience in work that makes a real difference for children and families.

Primary Duties and Responsibilities:
<u>Docket and Case Management</u>

- Manage the court's docket: schedule hearings, track pending matters, and monitor deadlines so nothing falls through the cracks.
- Keep active cases on track from filing through final order.
- Review new filings for transfers and related actions.
- Follow up on outstanding items, including orders, referrals, reports, evaluations, fee waivers, guardian ad litem matters, and other court-ordered requirements.
- Assist with hearing preparation by reviewing case files, preparing case summaries, and spotting issues to be resolved in advance.
- Communicate professionally and patiently with attorneys, self-represented litigants, guardians ad litem, court personnel, service providers, and agencies on scheduling and case administration.

<u>Drafting & Legal Support</u>

- Prepare orders at the Judge's direction.
- Review orders for completeness and accuracy prior to entry.
- Draft letters and correspondence on behalf of the court.
- Prepare guardian ad litem appointment orders, arrange fee waivers and retainers, process GAL invoices, and schedule related hearings.
- Prepare domestic violence orders and upload entered orders to the state Domestic Violence Registry.
- Conduct mediation screenings and track mediation reports

Office Administration & Communication

- Provide general administrative and operational support to the court, including ordering supplies and recording employee leave.
- Maintain statistics required by the Supreme Court of Appeals of West Virginia.
- Perform other duties as assigned.

Minimum Qualifications:

- The successful candidate must possess a bachelor's degree from an accredited four-year college or university in social work, legal studies or another related field,
- Two (2) years of legal field related experience,
- Proficiency in basic computer operations with an emphasis on document preparation. Additional years of qualified experience may replace bachelor's degree.
- The successful candidate must possess effective verbal, written and interpersonal communication skills.

Skills and Knowledge:

- Strong computer skills, including Microsoft Word and Outlook, and the ability to quickly learn new software and case management systems. Experience with Microsoft OneNote or Excel is a plus.
- Excellent writing and editing skills, with close attention to grammar, spelling, accuracy, and formatting.
- Ability to communicate clearly and concisely, both orally and in writing.
- Strong organizational skills and the ability to manage multiple priorities and deadlines in a fast-paced environment.
- Ability to work independently and as part of a small team.
- Ability to handle confidential and sensitive information with discretion
- Ability to remain calm, courteous, and professional in all court communications, including with members of the public who may be in stressful or emotionally difficult situations.
- Ability to build effective working relationships with judges, attorneys, court staff, agencies, and the public.
- Knowledge of West Virginia domestic relations law, family court procedures, and legal documents.

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

- Works in a professional office environment.
- Occasional travel is required throughout West Virginia.

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

Compensation and Benefits:

- 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, and Annual and Sick Leave

The 11th Family Court Circuit:
This vacancy is for Kanawha County Family Court located in Charleston, West Virginia. The family court exercises jurisdiction over annulments, divorces, child custody, child support, domestic violence petitions, and infant guardianships.

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 following application materials to **brittany.ranson-stonestreet@courtswv.gov**

- Cover letter,
- Resume,
- Professional References (at least three, including current contact information),
- Signed Court Employment Application (available on Court website), and
- Signed, Notarized Release for Criminal/Background Check (available on Court Website).

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.