

## **DEPUTY CLERK OF COURT POSITION ANNOUNCEMENT**

The Supreme Court of Appeals of West Virginia has a distinctive employment opportunity, available immediately -- Deputy Clerk of Court. The position reports directly to the Clerk of Court of the Supreme Court of Appeals of West Virginia and is an integral part of the Office of the Clerk of Court. The Deputy Clerk assists the Clerk of Court with various aspects of court operations, including opinion and order processing, case management, and the effective use of information technology. The Deputy Clerk also assists in the supervision of employees within the Office of the Clerk of Court, provides guidance and direction to the public and members of the Bar, and renders legal analysis with regard to court rules, lawyer admission and disciplinary matters, as well as other duties as assigned by the Clerk.

The successful candidate for the Deputy Clerk position must: have a Juris Doctorate from an accredited law school; be a member in good standing of The West Virginia State Bar or the equivalent in another state; have a minimum of seven (7) years of law practice or relevant equivalent legal experience; possess an exacting attention to detail; have a superior academic record of accomplishment; be an effective communicator, at all levels; possess an ability to simultaneously manage and complete multiple tasks with minimal supervision; be adept in producing a variety of documents for print and Web publication; and, have a working familiarity and basic understanding of databases and statistical reporting.

Full details for applying Deputy Clerk position are included on the Court website at [http://www.courtswv.gov/Employment\\_packet.pdf](http://www.courtswv.gov/Employment_packet.pdf). Preference will be given to applicants that submit their application materials by October 12, 2017, including a completed West Virginia Judiciary Application for Employment AND a release for criminal background check, a cover letter of interest and resume detailing appropriate education and experience, a recent sample of documents or presentations you have authored, and, at least three (3) professional references. The Court will not consider incomplete application packets so be sure to check the website for application instructions and details.

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. For additional information about the position, the Court, and the compensation and benefits for the Deputy Clerk position, check the website for the Supreme Court of Appeals of West Virginia at [www.courtswv.gov](http://www.courtswv.gov).