

The Supreme Court of Appeals of West Virginia

Position Announcement

ASSOCIATE ADMINISTRATIVE COUNSEL

Charleston, West Virginia

Position open until filled, with preference given to applications received by October 31, 2017.

Position available immediately (Posted 10/11/17).

The Position

The Supreme Court of Appeals of West Virginia seeks applicants for the position of Associate Administrative Counsel. The position reports directly to the Court's Administrative Counsel and, under their direction, provides legal guidance to the Administrative Director of the Courts on all issues managed by the Administrative Office, including employment issues, contract issues, policy and procedural matters, management of outside counsel, and other legal tasks consistent with the management and administration of a 1400-employee entity.

Qualifications of the Deputy Administrative Counsel

A Juris Doctorate from an accredited law school.

Member in good standing of The West Virginia State Bar, or the equivalent in another state.

A minimum of five (5) years of law practice, or relevant equivalent legal experience.

Experience as part of the legal team providing service to a medium-to-large corporate entity or similar administrative client.

Strong communication and interpersonal skills.

An ability to manage and complete multiple tasks simultaneously with minimal supervision.

Compensation and Benefits (State of West Virginia Benefits)

Competitive salary based on experience and qualifications (Target Range \$80,000 to \$90,000)

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

Annual and sick leave

West Virginia Courts

West Virginia has a unified court system, under which all state courts, including 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. More information about West Virginia's Courts can be found on our website at www.courtswv.gov

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 maintain an environment free of harassment, including verbal or physical conduct that creates an intimidating or hostile environment for an individual because of a prohibited basis in this policy. As an employer with an Equal Employment Opportunity Plan, we comply with government regulations and related Equal Employment Responsibilities where they apply.

To Apply for the Deputy Administrative Counsel Position

Please mail your completed application for employment consideration for this position to

Administrative Counsel
Supreme Court of Appeals of West Virginia
State Capitol, Room E-100
1900 Kanawha Blvd. East
Charleston WV 25305

and include the following items:

- a completed West Virginia Judiciary Application for Employment AND a release for criminal background check (available on the Court Website at http://www.courtswv.gov/Employment_packet.pdf),
- a cover letter and resume detailing appropriate education and experience,
- a recent sample of documents or presentations you have authored, and,
- at least three (3) professional references.

For consideration all candidates are subject to a complete criminal background check, so please include the completed release form with your application. Additionally, the Court will not consider incomplete application packets or telephone inquiries.

Thank you for your interest in employment with the Supreme Court of Appeals of West Virginia.