

The successful candidate for the Associate Administrative Counsel 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 five (5) years of law practice or relevant equivalent legal experience; be an effective communicator; possess an ability to manage and complete multiple tasks simultaneously with minimal supervision; and have experience as part of a legal team providing service to a medium-to-large corporate entity or similar administrative client.

Full details for applying for the Associate Administrative Counsel position can be found on the Court's website at <http://www.courtswv.gov/jobs.html>. Preference will be given to applicants who submit their application materials by October 31, 2017, including a completed West Virginia Judiciary Application for Employment, a release for criminal background check, a cover letter of interest and resume detailing appropriate education and experience, 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 Administrative Counsel position, check the website for the Supreme Court of Appeals of West Virginia at www.courtswv.gov/jobs.html.