

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

**SUPREME COURT OF APPEALS OF WEST VIRGINIA
EMPLOYMENT OPPORTUNITY**

Position open until filled (Posted 2/28/22)

The Supreme Court of Appeals of West Virginia has an immediate professional opportunity for the position of State Law Librarian, Charleston, West Virginia. This position directly reports to the Administrative Director.

State Law Librarian

Position Purpose: This is a professional supervisory position responsible for library acquisitions, budgeting, strategic planning, initiating, and monitoring library programs and services. The position also oversees technology needs, facility maintenance, and hiring and supervising library staff.

Minimum Qualifications: Essentials for the successful candidate are:

- Master's degree in Library and Information Science from an A.L.A. accredited graduate school.
- 5 years' experience with library administration, management, budgeting, and supervision.
- Law degree from an A.B.A. accredited law school (preferred).
- Expertise in emerging information and educational technologies.

Primary Duties and Responsibilities include:

- Administers all operational activities of the law library, including legal research and reference, technical services, accounting and fiscal management, collection development, interlibrary loan, and public relations function.
- Orders all legal materials in print and electronic format for the State Law Library and for distribution to judicial personnel statewide, including circuit and family court judges, magistrates, probation officers, prosecutors, and statutory recipients.
- Tracks library expenditures for dozens of vendors and hundreds of individual accounts, maintaining and updating subscription list for all recipients.
- Oversees collection development, including choosing appropriate titles, investigating, and comparing costs, and evaluating new legal publications in print and electronic format for addition to the State Law Library collection.
- Negotiates favorable contractual terms and conditions with library vendors for new and renewed research tools.
- Oversees, directs, coordinates, and evaluates activities of library staff; conducts employment interviews and makes hiring recommendations to the Administrative Director.
- Creates and oversees community outreach programs to promote library services to local attorneys, self-represented litigants, and the general public.

Criminal Background Check: Successful candidates must submit to criminal background check.

Compensation and Benefits include:

- 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,
- 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 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 employment opportunity 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. 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 completed Court Employment Application (available on Court website at www.courtswv.gov), along with a letter of interest highlighting applicable experience, and a resume, including references to: Cassie.Long@courtswv.gov

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