

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

**INTERMEDIATE COURT OF APPEALS OF WEST VIRGINIA
EMPLOYMENT OPPORTUNITY
Position open until filled (Posted 10/31/22)**

The Intermediate Court of Appeals of West Virginia (“ICA”) seeks a paralegal to be employed in the ICA Office of Counsel. This is a full-time, in-person, at-will position located in Charleston, West Virginia, that will report directly to the Chief Counsel for the ICA.

Paralegal

Position purpose: A paralegal in the Office of Counsel assists the ICA with the preparation of internal memoranda, orders, and decisions. This position may work on cases in all areas of the ICA’s jurisdiction: civil, family, administrative, and Workers’ Compensation appeals.

Minimum Qualifications: Graduation from a recognized college or university, preferably with a degree in English or paralegal studies.

Primary Duties and Responsibilities Include:

- Proofread memorandum decisions for grammar, consistency, and style
- Cite-check memorandum decisions
- Track cases through the appellate process
- Organize documents
- Perform related work as required

Essential Skills:

- Excellent grammar and proofreading skills
- Skilled at typing, electronic legal research, and Microsoft Office
- Ability to handle and prioritize a large amount of work in a timely manner
- Attention to detail
- Professionalism and discretion

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
- Section 457 deferred compensation plan
- 12 paid holidays
- Sick leave
- Annual leave

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 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 send the completed Court Employment Application (available on the Court's website at www.courtswv.gov), a letter of interest highlighting applicable experience, a resume, and a list of professional references to:

Amie Langfitt Johnson, Chief Counsel
Intermediate Court of Appeals of West Virginia
4700 MacCorkle Ave., Ste 400
Charleston, WV 25304
amie.johnson@courtswv.gov

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