

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

**11<sup>TH</sup> JUDICIAL CIRCUIT – GREENBRIER AND POCAHONTAS COUNTIES  
EMPLOYMENT OPPORTUNITY  
Position open until filled**

**The Position**

The Administrative Office of the Supreme Court of Appeals of West Virginia has an immediate professional opportunity for one Court Reporter in Lewisburg, West Virginia. The position reports directly to Judge Robert E. Richardson as part of the local Judicial Administrative Staff.

**COURT REPORTER**

Salary Commensurate with Experience and Education.

Greenbrier and Pocahontas Counties is now accepting resumes for the position of Court Reporter. This position works under direct supervision of Circuit Judge Robert E. Richardson in the 11<sup>th</sup> Judicial Circuit, Greenbrier and Pocahontas Counties, WV. Applicant must have excellent court reporting skills for reporting and transcribing jury trials, bench trials, hearings and all other court proceedings. Must have State and/or National Certification or make satisfactory progress toward achieving certification. This is a salaried position. Hours are 8:30 a.m. to 4:30 p.m.

To apply, complete the Judiciary Application for Employment which can be found [here](#).

Send the completed application along with a letter of interest highlighting applicable experience, and a resume, including references to:

The Honorable Robert E. Richardson  
Post Office Box 751  
912 Court Street North  
Lewisburg, WV 24901

**Criminal Background Check and Drug Screen:** Successful candidates must submit to criminal background check and a drug screen.

**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 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](http://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.

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