

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

**TECHNOLOGY SERVICES EMPLOYMENT OPPORTUNITY**

**Charleston, West Virginia**

**Position open until filled**

The Administrative Office of the Supreme Court of Appeals of West Virginia (“AO”) announces the following professional opportunity within its Technology Services Division, headquartered in Charleston, West Virginia. The Technology Services Division is responsible for all technology-related matters for the Court System of the State of West Virginia, including the Administrative Offices of the Supreme Court of Appeals. The position is a Tier 1 Wiring Technician Position, briefly described as follows.

**TIER 1 WIRING TECHNICIAN**

**Position Purpose:** The Tier 1 Wiring Technician position is responsible for the network wiring, cable, and infrastructure installation.

**Minimum Qualifications:** The successful candidate must possess a high school diploma and three (3) years of experience in network/infrastructure cabling installation or Associate’s Degree in Computer science or related technical field with one (1) year of experience. BISCO Certification preferred.

**Primary Duties and Responsibilities include:**

- Installation/relocation of network racks, infrastructure equipment, Ethernet cable, A/V wiring, and fiber optic runs in a variety of courtroom and office environments.
- Tests, troubleshoots, documents, and resolves issues with Ethernet cable, A/V wiring, and fiber optic cabling.
- Manages work orders to ensure timely completion or assigned workload.
- Assists with the maintenance of supply levels, tools, and equipment needed to maintain service.
- Performs technical service and preparation of new network/equipment deployments.
- Performs other duties as assigned.

**Preferred Knowledge, Skills and Abilities:**

- Knowledge of low voltage cabling.
- Knowledge of industry-standard hardware; such as racks, punch downs blocks, cable trays, ladder rack and patch panels.
- Ability to read and understand building drawings and schematics.
- Ability to work with contractors and building managers on new construction and renovations.
- Ability to communicate well verbally and in writing.

- Ability to work with teams as well as independently with little oversight.

**Working Conditions (Physical/Mental Demands, and Environmental Factors):**

- Ability to work nontraditional hours as needed.
- Must have reliable transportation and valid state issued driver's license.
- Ability to travel throughout the state which may result in overnight stays.
- Ability to lift forty (40) lbs., and work in areas that might require crawling/kneeling or climbing on ladders.

**Continuing Education Requirements:**

Maintain current knowledge on technology developments and trends in providing technology support in judicial and court administration through participation in a variety of outside programs, state and nationwide.

Maintain and acquire industry related certifications.

**Criminal Background Check:** All successful candidates must submit to a 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.

**THE ADMINISTRATIVE OFFICE (AO) OF THE COURTS:**

The AO, located in Charleston, West Virginia, provides administrative direction and support to all elements of the state judiciary.

**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.

**APPLICATION PROCESS:** To apply for this position, direct the following application materials to: [cassie.long@courtswv.gov](mailto:cassie.long@courtswv.gov)

- Cover Letter,
- Resume,
- Professional References (at least three, including current contact information),
- Signed Court Employment Application (available on Court website), and
- Signed, Notarized Release for Criminal/Background Check (available on Court website).

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