

## **Assistant Clerk Position Announcement**

### **Office of the Clerk**

The Supreme Court of Appeals of West Virginia seeks to fill the full-time position of Assistant Clerk in the Office of the Clerk with the Intermediate Court of Appeals. Applicants must have a high school diploma and at least three years of administrative or office experience. Higher education is preferable.

Do you have?

- Excellent oral and written language skills
- Attention to detail
- Ability to multitask
- Self-discipline to complete tasks with minimal supervision
- Professionalism and discretion
- Dependability
- Knowledge of basic computer office software

If so, apply by submitting a completed West Virginia Judiciary Application for Employment, available at [http://www.courtswv.gov/Employment\\_packet.pdf](http://www.courtswv.gov/Employment_packet.pdf), a cover letter of interest, and a resume, together with three references, to Edythe Nash Gaiser, Clerk, Supreme Court of Appeals of West Virginia, State Capitol, Room E-317, 1900 Kanawha Blvd., East, Charleston, WV 25305. Incomplete application packets will not be considered.

The candidate selected for this position will be located at the Intermediate Court of Appeals at the West Virginia Judicial Tower at 4700 MacCorkle Avenue, SE Charleston, WV 25304. Annual salary of \$36,000, commensurate with experience. State employee benefits. The successful applicant will be subject to a criminal background check. Equal Opportunity Employer. Applications received before July 29, 2022, will be given preference.