

The Supreme Court of Appeals of West Virginia  
Position Announcement

**EMPLOYMENT OPPORTUNITY  
REPORTER OF DECISIONS**

**Charleston, West Virginia  
Position open until filled**

**THE POSITION**

The Supreme Court of Appeals of West Virginia is now accepting applications for the position of Reporter of Decisions. There are two reporter of decision positions available: one for the Supreme Court of Appeals and one for the Intermediate Court of Appeals. Each position works under the direct supervision of the Clerk of Court.

These are full-time, salaried, at-will positions that serve at the pleasure of the Court.

**DUTIES**

The Reporter of Decisions is a professional administrator with wide-ranging responsibilities for the official reporting of decisions for the Supreme Court and the Intermediate Court of Appeals of West Virginia. The position's primary responsibility is the publication of appellate opinions and decisions of the Supreme Court and the Intermediate Court. This responsibility includes reviewing judicial opinions and decisions for accuracy, consistency, grammar, and style. The Reporter of Decisions will also develop policies and procedures for the review and publication of decisions and opinions.

The Reporter of Decisions will assist with various aspects of operations in the Office of the Clerk, including case management, records management, order processing, publications management, and other matters as assigned by the Clerk of Court. The Office of the Clerk provides guidance and direction to the public and members of the West Virginia State Bar, and renders legal analysis with regard to procedural rules, lawyer admissions, and disciplinary matters.

The Reporter of Decisions may also be tasked with various other administrative and legal duties at the discretion of the Clerk of Court.

The Reporter of Decisions must maintain strict confidentiality regarding the work of the Courts.

## **MINIMUM REQUIREMENTS**

This position requires an undergraduate degree, with a preference for degrees focused on administration, management, or business. A juris doctor degree or other graduate degree is not required, but will be considered.

A strong working knowledge of the West Virginia judicial branch and the functions of West Virginia Courts at all levels, whether based on practice or experience, is highly preferred.

This position requires high-level technology skills with a working knowledge of Microsoft Office.

The successful candidate must have the ability to manage and complete multiple tasks simultaneously with minimal supervision, a basic knowledge of computer databases, excellent oral and written communication skills, an exacting attention to detail, excellent project and time management skills, and the willingness and ability to learn. The successful candidate must also have excellent interpersonal skills, including the ability to work in a team environment or with third-party service providers.

This position is located in Charleston, West Virginia, and is not available as a fully remote position. Partial remote work may be available at the discretion of the Clerk of Court.

## **SALARY AND BENEFITS**

Salary will be commensurate with experience. State benefits offered include medical insurance, optional flexible benefits coverage (dental, vision, disability, and excess medical), life insurance, defined benefit pension plan, Section 457 deferred compensation plan, paid holidays, and annual and sick leave.

## **HOW TO APPLY**

To be considered for the Reporter of Decisions position, please submit a completed [West Virginia Judiciary Application for Employment](#) along with a letter of interest. Include with your letter of interest a résumé and writing sample. If you attended law school or have a juris doctor degree, include a law school transcript and a list of all state bar memberships, if any.

Submit all application materials 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. E-mail or facsimile applications not accepted.

The candidates being considered for employment will be subject to a criminal background check. The West Virginia Judicial System is an Equal Opportunity Employer committed to providing equal access and unbiased, non-discriminatory treatment to all. Applications received before July 29, 2022, will be given preference.