

Staff Attorney, Office of the Clerk Position Announcement

The Intermediate Court of Appeals of West Virginia seeks an attorney to be employed in the Office of the Clerk for a full-time position. The attorney will be expected to assist the Clerk of Court with various aspects of the clerk's office operations, including case management, records management, opinion and order processing, publications management, and other matters as assigned by the Clerk. The Office of the Clerk provides guidance and direction to the public and members of the Bar, and renders legal analysis with regard to procedural rules.

The successful candidate for this Staff Attorney position must currently be a member in good standing of the West Virginia State Bar and have been a member of the West Virginia State Bar for a minimum of two years. The successful candidate must also have the ability to manage and complete multiple tasks simultaneously with minimal supervision, have a basic knowledge of computer databases, and have an exacting attention to detail. Salary commensurate with experience, not to exceed \$70,000.00 annually. 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.

Full details for applying for the Staff Attorney position are included on the Court website at <http://www.courtswv.gov/jobs.html>. Applicants should submit a Judiciary Application for Employment, a cover letter of interest, and resume, together with a recent sample of documents or presentations you have authored, 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.

This attorney 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.

The candidates being considered for employment will be subject to a criminal background check. 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. E-mail or facsimile applications not accepted. Applications received before July 29, 2022, will be given preference.