

KANAWHA COUNTY TRIAL COURT ADMINISTRATOR
Charleston, West Virginia
Application Deadline: September 24, 2021

The Kanawha County Trial Court Administrator is responsible for overseeing and ensuring the smooth operation of all judicial proceedings and other court activity conducted in the Kanawha County Judicial Annex, which houses seven circuit judges, five family court judges, nine magistrates, and their respective staffs, Mental Hygiene Court, the Magistrate Clerk, and the Circuit Clerk's offices, and the Adult and Juvenile Probation Departments. The Court Administrator answers/reports directly to the Chief Judge of the 13th Judicial Circuit.

Minimum Qualifications:

- Undergraduate degree from a four-year college or university and a Juris Doctorate Degree.
- A major in Public Administration, Business Administration, Management, Human Resources or a related area, and three years of professional experience in court administration, government administration is preferred.
- Must have strong written and verbal skills and work well with others.
- Must be proficient in Excel and Microsoft Word and able to operate a computer, printer, scanner, telephone, copier, and fax machine.
- All successful candidates must submit to a criminal background check.

Primary Duties and Responsibilities:

- Manages and directs court administrative activities and services, including but not limited to budgeting, accounting, time sheets, record keeping, office equipment and supplies; personnel, and other major staff services; and provides assistance in docket processes, jury selection and other jury processes, as needed.
- Oversees and supervises court administrative staff in the processing of financial affidavits and determination of eligibility of court-appointed counsel for indigents in criminal cases, and in the preparation, reproduction, and distribution of court orders, memorandums, directives, administrative publications, and communications.
- Establishes procedures for operating and maintaining required administrative systems, and works with judges and other county officials and employees to identify, evaluate, develop and implement strategic and short/long range plans for improving court operations, including but not limited to capital improvement, security and technology needs.
- Consults with judges, attorneys, and various employees and representatives of public and private agencies to ensure adequate administrative services and provides for changing or unusual demands.
- Keeps current with all court rules, procedures, administrative orders, and the Judicial System Personnel Manual and establish priorities and manage multiple projects.
- Fields complaints made by public, employees and other personnel and works to resolve conflict and reach consensus on countervailing interests.

Compensation and Benefits:

- Competitive salary (\$72,000 to \$85,000 dollars) 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 Circuit Courts, Magistrate Courts, and Family Courts, are supervised and administered by the Supreme Court of Appeals. The Supreme Court of Appeals is also the state's only appellate court. 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.

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. All positions of the Supreme Court of Appeals of West Virginia are considered at-will and may be terminated at any time, with or without notice or cause.

APPLICATION PROCESS:

To apply for this position, direct the following application materials to Cheryl Ranson, Case Manager, Office of the Kanawha County Trial Court Administrator at Cheryl.Ranson@courtswv.gov. For additional information, please contact staff at (304) 357-0368.

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

Thank you for your interest in employment with the Kanawha County Circuit Court.