

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

**DIVISION OF CHILDREN AND JUVENILE SERVICES EMPLOYMENT OPPORTUNITY
Charleston, West Virginia
Posted 07-13-2020**

The Administrative Office of the Supreme Court of Appeals of West Virginia (“AO”) announces the following professional opportunity within its Children and Juvenile Services Division, headquartered in Charleston, West Virginia. The position is a Court Improvement Program Field Assistant, reporting to the Director of Division of Children & Juvenile Services.

Court Improvement Program Field Assistant

Position Purpose: This position travels throughout state working with Circuit Judges, youth in each of the court systems, and various stakeholder professionals.

Minimum Qualifications: Bachelor’s degree or equivalent. Candidate must experience in a youth service related field (Youth Services or CIP worker) and have a working knowledge of juvenile court procedures.

Primary Duties and Responsibilities include:

- Observe juvenile proceedings / court hearings and complete data collection forms.
- Interview court involved youth specific to certain CIP projects.
- Assist with review of DHHR – Bureau of Children and Families’ files in field locations and document data from those files.
- Assist with review of Court documents and summarize specific documents.
- Assist with transfer of paper files to electronic files (this essentially means ensuring all data sheets and other project documents are scanned into the correct electronic file).
- Participate in CIP committee meetings and assist with meeting preparation.
- Represent CIP at local meetings when needed.
- Complete other duties as assigned to include some data entry and report writing.

Preferred Knowledge, Skills and Abilities:

- Proficient in Microsoft Office applications.
- Strong computer skills.
- Ability to collect accurate data.
- Ability to communicate in a professional manner both verbally and in writing.

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 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.

APPLICATION PROCESS:

To apply for this position, direct the following application materials to Joan.Mullins@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.