

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

**29<sup>TH</sup> JUDICIAL CIRCUIT PUTNAM COUNTY  
EMPLOYMENT OPPORTUNITY  
Position posted 09-21-2020**

**The Position**

The Administrative Office of the Supreme Court of Appeals of West Virginia has an immediate professional opportunity for a Probation Officer in Putnam County, West Virginia. The position reports directly to the Chief Adult Probation Officer as part of the local Judicial Administrative Staff.

**PROBATION OFFICER**

Salary Commensurate with Experience and Education.

**Position Purpose:** Under the direction of the Chief Adult Probation Officer, the Probation Officer will be responsible for conducting investigations and preparing reports to assist the Judge in sentencing and making recommendations regarding probationers failing to comply with their probation. This position will supervise and counsel probationers and ensure that all conditions of probation are met. This position may also require intensive supervision work of treatment court participants and/or sexual offenders.

**Minimum Qualifications:** The successful candidate must possess a Bachelor's degree in criminal justice, psychology, counseling, corrections, social work, or a related social science field. Prerequisites include working knowledge of principles of probation work, related court procedures, state laws, rules, substance abuse trends/treatment, and cases affecting probation work. Analytical and investigative skills, and the ability/knowledge to navigate community service resources required. Communication skills (oral, written) essential, including presentations. The position requires significant interaction with judicial personnel. Excellent interpersonal skills essential. Travel throughout West Virginia is an ongoing requirement, and as such, the successful candidate must possess a valid driver's license.

**Primary Duties and Responsibilities include:**

- Conducts drug screenings.
- Prepares pre-sentence reports.
- Attends court hearings.
- Monitors offenders sentenced to probation or supervised release.
- Conducts field supervision.
- Officers also work closely with community agencies such as adult day report centers, youth reporting centers, schools, substance abuse facilities, local community health centers, community service work providers, the Department of Health and Human Resources, other court services and other state agencies in order to link services for persons under probation officers' supervision.

**Criminal Background Check and Drug Screen:** Successful candidates must submit to criminal background check and a drug screen.

**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.

### **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](http://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, please direct the completed Court Employment Application (available on Court website), signed and notarized Release for Criminal/Background Check (available on Court website), writing sample, along with a letter of interest highlighting applicable experience, and a resume, including references to:

Putnam County Probation  
ATTN: Caren L. Bills  
29<sup>th</sup> Judicial Circuit  
Putnam County Probation Department  
12098 Winfield Road, Suite 20  
Winfield, WV 25213

**Thank you for your interest in employment with the Supreme Court of Appeals of West Virginia.**