

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

**6TH JUDICIAL CIRCUIT CABELL COUNTY
EMPLOYMENT OPPORTUNITY**

Position open until filled

The Position

The Administrative Office of the Supreme Court of Appeals of West Virginia has an immediate professional opportunity for a School Based Probation Officer (SBPO) in Cabell County, West Virginia. Cabell County Schools has contracted through a Memorandum of Understanding with the WV Supreme Court of Appeals to have a school-based probation officer in place. The SBPO has been in place since the summer 2013. The county school contact for the SBPO is the Attendance Director, but the SBPO is under the direct supervision of the Cabell County Chief 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 Probation Officer, the Probation Officer and guidance provided by the Attendance Director, the SBPO will supervise and counsel juveniles under their supervision and ensure that all conditions of their supervision are met. The School-Based Probation Officer will focus on the middle school and high school freshmen, who demonstrate a high risk of truancy based on previous/current attendance, behavior and course/grade completion rates gathered through WVEIS data collection system and Clarity BrightBytes.

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.
- Attends court hearings.
- Monitors juvenile status offenders placed under supervision.
- Conducts field supervision.
- Officers also work closely with community agencies such as youth report centers, schools, 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.

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), along with a letter of interest highlighting applicable experience, and a resume, including references to:

Charles McCann, Chief Probation Officer
Cabell County Courthouse
750 5th Ave., Rm. B-15
Huntington, WV 25701

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