

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

**8TH JUDICIAL CIRCUIT KANAWHA 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 Probation Officer in Charleston, West Virginia. The position will work primarily with juveniles involved in the Juvenile Drug Court and will report directly to the 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, this position will plan, implement, administer and monitor the day-to-day activities of the Juvenile Drug Court program. They will develop and maintain strong working relationships with team members from the judiciary, prosecuting attorney's office, public defender's office and/or local defense attorneys, the Bureau of Juvenile Services, community treatment providers, and others involved in the well-being of the youth and their families. This person will supervise and counsel probationers and work with their school and families to ensure that all conditions of the Drug Court are met. This position also requires that they provide intensive supervision to the treatment court participants, which may include drug testing, curfew monitoring, home visits, searches, working some evenings and weekends and other responsibilities.

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 are 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:

- Conduct drug testing for program participants as referenced in the JDC Policy and Procedures Manual.
- Prepare predisposition reports.
- Serve as a member of the JDC Treatment Team and as staff to the JDC Planning and Evaluation Team.
- Scheduling and participating in case staffings and court hearings. Keep JDC Judge updated on all issues of the program participants.

- Coordinate with the Circuit Clerk's office in order to maintain proper court files for applicable JDC participants.
- Conduct initial screening and intake for youth and families to determine program eligibility.
- Perform office visits, home visits, school visits, and curfew checks with participants of the JDC program.
- Maintain complete and updated case files, including information entered into the Offender Case Management System (OCMS).
- Provide guidance and supervision for all drug court participants. Work closely with treatment provider to identify and provide comprehensive services for program participants and families.
- Provide aftercare planning and coordination for each program participant throughout the phases of the program.
- Assist program participants in finding employment and education opportunities as well as other core services.

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 the Intermediate Court of Appeals, Circuit Courts, Magistrate Courts, and Family Courts, are supervised, and administered by the Supreme Court of Appeals. The Supreme Court of Appeals and its Administrative Office are in Charleston and are 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 at www.courtswv.gov), writing sample, along with a letter of interest highlighting applicable experience, and a resume, including references, to:

Parnel Legros, Chief Probation Officer
Kanawha County Judicial Building
111 Court Street
3rd Floor
Charleston, WV 25301

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