

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

**ADULT DRUG COURT PROBATION OFFICER
28TH JUDICIAL CIRCUIT – JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY
Position open until 13 February 2026**

The Position: The Administrative Office of the Supreme Court of Appeals of West Virginia has an immediate professional opportunity for an Adult Drug Court (ADC) Probation Officer in Charles Town, West Virginia. The position reports 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 general direction of an administering Circuit Judge, Drug Court Judge, the Chief Probation Officer, and the State Drug Court Coordinator, employees in this class perform the full range of complex professional duties which include overseeing the coordination of operations and supervision of drug court programs, personnel, client supervision and client case management. One of the important roles for this position is to develop and maintain strong working relationships with other team members from the Judiciary, Prosecuting Attorney's Office, Public Defender's Office, Division of Corrections and Rehabilitation, treatment providers, and other agencies, as well as the public. People in this position shall exercise independent judgment and initiative within the scope of their authority.

Minimum Qualifications: Graduation from a recognized College or University with a bachelor's degree in criminal justice, counseling, social work, psychology or related social/behavior field(s). Previous experience with Treatment Courts, probation, or treatment of addiction or co-occurring disorders preferred. Professional experience in the area of program evaluation, development, analysis, and administration, as well as administrative experience in the criminal justice, judicial or legal system is also desirable. Must meet qualifications of a probation officer per the Court's personnel manual. Excellent oral communication skills and even temperament are high priority considerations for this position. High-level writing skills are essential. Must have a valid driver's license and reliable transportation. Applicant must be able to work evenings, weekends, and holidays when needed. A writing sample is also required.

ADC probation officers must possess and maintain a level of physical fitness necessary to safely and effectively perform the duties of the position. This may include moderate demanding physical effort in conducting home or field visits, and physical demands consistent with the operation of a firearm, use of self-defense tactics, or wearing and working in protective equipment. Vision and hearing must also be adequate to perform required duties of the position safely and effectively.

While much of the work is administrative, officers are expected to be both physically and mentally capable of handling unpredictable, stressful, and potentially confrontational situations in a safe manner. Prior to hiring, candidates must successfully complete a psychological examination. This examination is to determine appropriateness for this type of work. Successful candidates must also submit to a writing evaluation to demonstrate presentence report and other document drafting ability.

Candidates with disabilities may request accommodation for consideration by the Court's ADA Coordinator in accordance with federal, state, and local laws

Primary Duties and Responsibilities include:

- Participates fully as a Drug Court team member, committing him or herself to the program mission and goals and works as a full partner to ensure their success.
- Maintains individual files for participants and data collection to monitor client compliance, identify trends and provide a basis for local and state evaluation and periodic reports.
- Prepares and manages drug court dockets, facilitates case staffing meetings, and attends drug court hearings.
- Create interagency linkages to address client's ancillary needs in the areas of culture, age, and gender needs, medical and mental health provision, educational / vocational / skills / employment and work placement.
- Supervise drug court participants including drug testing, checking in with treatment staff regarding progress or lack thereof of participants, and conducting home and job/school site visits.
- Prepare orders, forms, and other documents as needed.
- Conducts initial screening, intake, orientation, and non-clinical assessments and refers potential participants to treatment provider for clinical assessments/evaluation.
- Develop and oversee community services and volunteer projects for drug court participants and the drug court team.
- Attends and participates in conferences, workshops, meetings and committees as needed.
- Consults with the Drug Court Judge on a wide range of organizational and managerial issues including, but not limited to, Drug Court efficiency and internal and / or external quality assurance.
- Assists Drug Court Judge with scheduling and preparing for quarterly Local Advisory Committee meetings.
- Follow up with graduates of the program to meet the statutory recidivism reporting requirements.
- Performs other duties as assigned.

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 with references, to:

Chief Probation Officer Danielle Hofe
Twenty-eighth Judicial Circuit Probation Department
110 East Washington Street
PO Box 36
Charles Town, WV 25414

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