

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

**JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY
Position open until 06/18/2026**

The Position

The Administrative Office of the Supreme Court of Appeals of West Virginia has an immediate professional opportunity for a 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 direction of the Chief 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, child abuse and/or sexual offenders, and therefore may be required to work non-traditional hours.

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). A working knowledge of probation work, social work, related court procedures, state laws, and/or substance abuse trends/treatment are preferred. Analytical and investigative skills, and the ability/knowledge to navigate community service resources are required. 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. Applicants must be able to work evenings, weekends, and holidays when needed. A writing sample is also required.

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:

- Conduct drug screenings.
- Prepare pre-sentence reports, orders, forms, and other documents as needed.
- Maintain individual files for probationers and data collection to monitor compliance.
- Attend and testify in court hearings.
- Monitor offenders sentenced to probation or supervised release.
- Conducts field supervision.
- 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.
- Perform 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, including references, to:

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

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