

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

Position Title: Chief Probation Officer
Location: Harrison County
Effective Date: Immediately through 09/04/2026
FLSA Status: Non-Exempt
Starting Salary: Based on education and years of experience

The Administrative Office of the Supreme Court of Appeals of West Virginia has an immediate professional opportunity for a Chief Probation Officer in Clarksburg, West Virginia. The position reports directly to the Chief Judge of the 19th Judicial Circuit in Harrison County.

PROBATION OFFICER

Position Summary: Under the direction of the Chief Judge, Chief Probation Officers maintain a professional, collaborative relationship with local circuit judges and sustain open communication enabling effective community supervision and informed judicial decision-making. They are responsible for the day-to-day operations of the probation department. This includes developing and implementing practices and procedures to facilitate effective case assignments, general office management and promoting a positive work environment based on integrity, professionalism, and teamwork. The Chief Probation Officer supervises all probation officers and secretaries and is involved in the hiring, training, administrative responsibilities and disciplinary action in conjunction with, and at the direction of, the Chief Judge and the Administrative Office of the Supreme Court. This position may also have a caseload of probationers in which they are responsible for supervising.

Minimum Qualifications: A minimum of five (5) years as a Probation Officer is required along with 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 court procedures, social work, state laws, mental health 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.

Physical Requirements: 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.

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:

- Supervision of probation officers and secretaries which includes:
 - Approval of leave requests, financial statements, travel expenses and related administrative tasks.
 - Training staff or arranging training so that staff are competent in their job duties.
 - Review of pre-sentence reports, case notes, revocation documents, and ensuring that all probationers are being appropriately supervised.
 - Coaching staff in areas of needed improvement.
- Monitoring compliance with all applicable laws, policies, and national standards related to community supervision.
- Collaborate with various department heads of local agencies, including day report centers, law enforcement agencies, Division of Corrections and Rehabilitation, drug treatment centers, local schools and other agencies.
- Conduct drug screenings.
- Perform other duties as assigned.

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

While some of the work is administrative, all officers are expected to be both physically and mentally capable of handling unpredictable, stressful, and potentially confrontational situations in a safe manner.

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 submit a letter of interest, a completed Court Employment Application (available on Court website at www.courtswv.gov), a writing sample, and a resume, including references, to:

Chief Judge Christopher J. McCarthy
Harrison County Courthouse
301 West Main Street
Clarksburg, WV 26301

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

All positions of the Supreme Court of Appeals of West Virginia are considered at-will and may be terminated at any time, with or without notice or cause.