

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

Position Title: Juvenile Treatment Court Probation officer

Location: Kanawha County

Effective Date: Immediately through 9/14/26

FLSA Status: Non-Exempt

Starting Salary: \$53,038 - \$61,894*

*May be higher with prior experience as a probation officer.

The Administrative Office of the Supreme Court of Appeals of West Virginia has an immediate professional opportunity for a Juvenile Treatment Court Probation officer in Charleston, West Virginia. The position will work with youth involved in the Juvenile Drug Court and will report directly to the Chief Probation Officer as part of the local Judicial Administrative Staff.

JUVENILE TREATMENT COURT PROBATION OFFICER

Position Summary: Under the direction of the Chief Probation Officer, this position will plan, implement, administer and monitor the day-to-day activities of the Juvenile Treatment Court (JTC) 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 Treatment 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. A working knowledge of the principles of probation work, related court procedures, state laws, rules, and substance abuse trends/treatment is preferred. Analytical and investigative skills, and the ability/knowledge to navigate community service resources required. Communication skills (oral, written) are essential, including presentations. The position requires significant interaction with judicial personnel. Excellent interpersonal skills and even temperament are high-priority considerations for this position. Travel throughout Kanawha County is an ongoing requirement, and as such, the successful candidate must possess a valid driver's license.

Primary Duties and Responsibilities include:

- Serve as a facilitator of the JTC Treatment Team and the JTC Planning and Evaluation Team.
- Scheduling and participating in treatment team meetings and court hearings. Keep JTC 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 JTC 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 in the Offender Case Management System (OCMS).
- Provide guidance and supervision for all treatment 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.
- Attend and testify in court hearings.
- 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, 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.

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.

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.