

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

Position Title: Probation Secretary
Location: Harrison County
Effective Date: Immediately through 09/11/2026
FLSA Status: Non-Exempt
Starting Salary: \$46,726

The Administrative Office of the Supreme Court of Appeals of West Virginia has an immediate professional opportunity for a Probation Secretary in Clarksburg, West Virginia. The position reports directly to the Chief Probation Officer as part of the local Judicial Administrative Staff.

Probation Secretary / Other Circuit Secretary

Position Summary: This position provides clerical, data entry, purchasing, and administrative assistant duties as assigned by the Chief Probation Officer and Judge.

Minimum Qualifications: Essentials for the successful candidate are:

- High school diploma or GED.
- Proficient typing skills and professional phone etiquette.
- Ability to manage multiple tasks.
- Proficient in Microsoft Word programs.

Primary Duties and Responsibilities include:

- Prepares email, correspondence, court orders, as well as presentence and other reports for distribution.
- Monitor deadlines, prioritize tasks, and need for action related to probation issues.
- Inputs data and uploads reports, Court Orders, and other documents into the Offender Case Management System.
- Interaction with adult and/or juvenile probationers
- Performs other work as assigned.

Criminal Background Check: 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 located in the State Capitol Complex and at the Judicial Tower in Kanawha City. 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) along with a letter of interest highlighting applicable experience, and a resume, including references to:

Michael Burnside, Chief Probation Officer
19th Judicial Circuit
Harrison County Courthouse
301 West Main St.
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.

