

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

**11TH JUDICIAL CIRCUIT - MINGO COUNTY
EMPLOYMENT OPPORTUNITY**

All applications must be received no later than 9/8/26

The Position

The Administrative Office of the Supreme Court of Appeals of West Virginia has an immediate professional opportunity for a School Based Probation Officer (SBPO) in Williamson, West Virginia. Mingo County Schools has contracted through a Memorandum of Understanding with the Supreme Court of Appeals of WV to have a school-based probation officer in place. The SBPO is under the direct supervision of the Mingo County Chief Probation Officer as part of the local Judicial Administrative Staff but will work within Mingo County Schools.

PROBATION OFFICER

Salary Commensurate with Experience and Education.

Position Purpose: Under the direction of the Chief Probation Officer, and guidance provided by the Attendance Director, the SBPO will supervise and counsel juveniles under their supervision and ensure that all conditions of their supervision are met. The School-Based Probation Officer will focus on the middle school and high school freshmen, who demonstrate a high risk of truancy based on previous/current attendance, behavior and course/grade completion rates gathered through WVEIS data collection system and Clarity BrightBytes.

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. Prerequisites include working knowledge of principles of probation work, related court procedures, state laws, rules, substance abuse trends/treatment, and cases affecting probation work. Analytical and investigative skills, and the ability/knowledge to navigate community service resources 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. If assisting with regular probation cases, the applicant 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:

- Work with students who are experiencing truancy issues.
- Conduct drug screenings.
- Attend court hearings.
 - Monitor juvenile status offenders placed under supervision because of truancy.
- Conduct field supervision and home visits.
- Work closely with community agencies such as youth report centers, schools, community service work providers, the Department of Human Services, other court services and other state agencies in order to link services for persons under probation officers' supervision.
- 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, including references, to:

Kevin Runyon, Chief Probation Officer
Logan County Courthouse
300 Stratton Street
Room 310
Logan, WV 25601

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