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

**Position Title:** Probation Officer
**Location:** Harrison County
**Effective Date:** Immediately through 11/20/26
**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 Probation Officer in Clarksburg, West Virginia. The position reports directly to the Chief Probation Officer as part of the local Judicial Administrative Staff.

## PROBATION OFFICER

**Position Summary**: Under the direction of the Chief Probation Officer, this position will supervise and assist probationers with their goals and to 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. The Probation Officer will also 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.

**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.

**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:**

- 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.
- Administer risk/need assessments.
- Create individual case plans.
- 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 adult and/or juveniles sentenced to probation or supervised release.
- Conducts field supervision.
- 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 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:

**Tracy Westerman, Chief Probation Officer**
**19th Judicial Circuit**
**Harrison County Courthouse**
**301 W. Main Street, 6th Floor**
**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.