

The Supreme Court of Appeals of West Virginia
Position Announcement

Domestic Violence Registry Criminal Bond Validation Specialist
Charleston, West Virginia

Position open until filled. Posted January 31, 2022

The Supreme Court of Appeals of West Virginia announces the following professional opportunity within the Administrative Office of The Supreme Court of Appeals of West Virginia, headquartered in Charleston, West Virginia. The position is Domestic Violence Registry Criminal Bond Validation Specialist, briefly described as follow:

DOMESTIC VIOLENCE REGISTRY CRIMINAL BOND VALIDATION SPECIALIST

Position Purpose: This is a salaried grant funded staff position responsible for validating all criminal bond conditions in magistrate and circuit court for domestic violence-related crimes and uploads the misdemeanor and felony criminal bond information onto the WV Domestic Violence Registry submitted from all WV counties and in compliance with the FBI and CJIS regulations.

Minimum Qualifications: The successful candidate must possess a high school diploma, along with two (2) years of office or secretarial experience. Successful completion of specialized training or certification on WEAPONS will be required.

The successful candidate must possess effective verbal, written and interpersonal communication skills.

Examples of work performed:

- Validates all criminal bond conditions for domestic violence petitions and related crimes submitted to NCIC against records of WV Domestic Violence (“DV”) Registry
- Uses WV Open Fox terminal to enter, clear, and modify criminal bond records on the NCIC Protection Order file; assists FBI with audits of DV Registry
- Maintains certification for WV State Police WEAPONS terminal, including continued education and testing
- Runs and prepares MYSQL reports to maintain clean data in DV Registry
- Provides reports for monthly/quarterly reporting on federal grants relative to DV Registry Supports policy compliance with NCIC and assists with management of audits and reviews performed by NCIC, CJIS, and FBI

Desirable Skills and Knowledge:

- Knowledge of WVSP OpenFox, SQL Workbench, WV DV Registry, and UJA
- Computer software skills, including proficiency with spreadsheets, databases, and Microsoft Word

Criminal Background Check: All successful candidates must submit to a criminal background check.

Compensation and Benefits:

*Competitive salary based on experience and qualifications (up to a starting salary of \$36,000.00).

*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.

Administrative Office of Courts:

The Administrative Office of Court is headquartered in Charleston, West Virginia.

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 following application materials to pepper.arrowood@courtswv.gov

*Cover letter,

*Resume,

*Professional References (at least three, including current contact information),

*Signed Court Employment Application (available on Court website), and

*Signed, Notarized Release for Criminal/Background Check (available on Court Website).

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