

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

**25<sup>th</sup> CIRCUIT, BOONE COUNTY EMPLOYMENT OPPORTUNITY Position open until  
07/31/2022 (Posted 07/11/2022)**

**The Position**

The Administrative Office of the Supreme Court of Appeals of West Virginia has an immediate professional opportunity for a Family Treatment Court Case Coordinator to serve Boone County, in West Virginia. The position reports directly to the Family Treatment Court Circuit Judge as part of the local Judicial Administrative Staff.

**PROBATION OFFICER**

Salary Commensurate with Experience and Education.

**Position Purpose:** Under the general direction of an administering Circuit Judge, Family Treatment Court Judge, the Chief Probation Officer, and the State Drug Court Coordinator, employees in this class perform the full range of complex professional duties which include overseeing the coordination of operations and supervision of a family treatment court, participant supervision and participant case management. One of the important roles for this position is to develop and maintain strong working relationships with other team members from the Judiciary, Department of Health and Human Resources, Veterans' Administration, Prosecuting Attorney's Office, Public Defender's Office, Guardian Ad Litem, treatment providers, and other agencies, as well as the public. Persons in this position shall exercise independent judgment and initiative within the scope of their authority.

**Minimum Qualifications:** Graduation from a recognized College or University with a Bachelor's degree in Social Work, Psychology, Counseling, Criminal Justice, or related social/behavior field(s). Previous experience with Treatment Courts, Probation, Child Protective Services or treatment of addiction or co-occurring disorders preferred. Professional experience in the area of program evaluation, development, analysis, and administration; administrative experience in the criminal justice, judicial, human services or legal system also desirable. Must meet qualifications of a probation officer per the Court's personnel manual. 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. Must be able to work evenings, weekends, and holidays. Candidate must pass a psychological evaluation, NCIC/CIB background check and a drug screen. A writing sample is also required.

- **Primary Duties and Responsibilities include:** Participates fully as a Family Treatment Court team member, committing him or herself to the mission and goals of the treatment court and works as a full partner to ensure their success.

- Oversees the local treatment court MOU's and resources, grant writing, and acquiring community support through education and other linkages.
- Maintains electronic data base files for participants and data collection to monitor client compliance, identify trends and provide a basis for local and state evaluation and periodic reports.
- Prepares and manages treatment court dockets, facilitates case staffing meetings, and attends treatment court hearings.
- Create interagency linkages to address client's ancillary needs in the areas of culture, age, and gender needs, medical and mental health provision, housing, educational, vocational, skills training and employment training and placement.
- Supervise treatment court participants including drug testing, checking in with treatment staff regarding participants' progress or lack thereof, and conducting home and job/school site visits.
- Prepares orders, forms, and other documents as needed.
- Conducts initial screening, intake, orientation, and non-clinical assessments and refers potential participants to treatment provider for clinical assessments/evaluation.
- Develop and oversee community services and volunteer projects for treatment court participants.
- Attends and participates in conferences, workshops, meetings and committees as needed.
- Responsible for monthly, quarterly and/or annual reports.
- Consults with the Family Treatment Court Judge on a wide range of organizational and managerial issues including, but not limited to, Treatment Court efficiency and internal and external quality assurance.
- Assists Treatment Court Judge with scheduling and preparing for quarterly Local Advisory Committee meetings.
- Follow up with graduates of the program to assess performance measurements.
- 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 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 located in Charleston and housed in the State Capitol Complex.

More information about West Virginia's Courts can be found on our website at [www.courtswv.gov](http://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, [www.courtswv.gov](http://www.courtswv.gov)), writing sample, along with a letter of interest highlighting applicable experience, and a resume, including references to:

Jerry L. Swanson, II, Chief Probation Officer  
Boone County Courthouse  
200 State Street, Suite 301  
Madison, WV 25130

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