

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

EMPLOYMENT OPPORTUNITY: HARRISON COUNTY
Position posted until: August 12, 2022

The Supreme Court of Appeals of West Virginia has an immediate professional opportunity for a *Probation Office Secretary* in Clarksburg, West Virginia. This position directly reports to the Chief Probation Officer.

Administrative Assistant/Receptionist

Position Purpose: 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.
- Competent 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
- 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 Circuit Courts, Magistrate Courts, and Family Courts, are supervised and administered by the Supreme Court of Appeals. The Supreme Court of Appeals is also the state's only appellate court. 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.

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
Harrison County Courthouse
301 West Main Street, Room 204
Clarksburg, WV 26301-2967

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