

## Court Services Transport Officer

**Employer:** Wood County Sheriff's Office

**Date Opened:** Continuous applications

**Salary:** \$ 17.50 per hour

**Employment Type:** Non- Sworn Part-time (callout)

**Job Description:** ensures the safe and expeditious transport of persons from institutions, courts, hospitals, mental institutions, and other facilities.

**Position Duties:** responsible for utilizing a county issued vehicle to transport persons to and from assigned destinations safely, securely, and in a timely fashion. Court Transport Officer will be expected to transport juveniles and adults to and from their assigned destinations; such as court, hospitals, and other facilities. The incumbent will be expected to adhere to Departmental/Agency policies and procedures when transporting persons; such as monitoring the person's behavior while in route to their destinations.

Additional job duties will include compiling data and reports upon request in accordance to Departmental/Agency policies and procedures, or other duties as required by the sheriff.

**Job Requirements:** Education: High School diploma or G.E.D.  
Possess a valid driver license  
Clear criminal history and driving record

**Physical Requirements:** Visual, hearing and physical capabilities sufficient to adequately perform assigned duties

Those wishing to apply can do so by filling out a civilian job application at <https://woodcountywv.com/county-offices/sheriff/> or calling 304-424-1924/ or email application to [tjwade@woodcountywv.com](mailto:tjwade@woodcountywv.com)