

COURT/CIVIL PROCESS OFFICER (EVENING SHIFT) (2 positions)

Full Time Employment Monday thru Friday, 3:30PM to 11:30PM

Available Annual Salary of \$38,320 with County Benefits Package

Court Officers of the Wood County Sheriff's Office provide the most effective and safe delivery of court security services to protect Judges, Magistrates, Court Officers, government employees, and the public by courteously and professionally maintaining proactive levels of physical security. This service is provided in accordance with the West Virginia Code and applicable state regulations.

Candidates filling these positions will be expected to:

- Provide physical security to five different Wood County Court facilities
- Conduct security screening operations at the primary entrances of the three court facilities
- Transport detainees as need from detention center to courts
- Maintain order and discipline within various court rooms
- Guard county arrestees at medical facilities
- Serve Civil Process documents within the county as required
- Transport mental health clients to various facilities within the state
- Other related duties as assigned by the Director of Court Services and/or Sheriff

Ideal candidates will

- Possess a valid and current Motor Vehicle Operators License
- High School (or equivalent) Graduate
- EMT and/or previous Law Enforcement preferred
- Must pass a background investigation
- Must pass state Law Enforcement weapon qualification
- Complete all required physical and classroom training requirements
- Be able to stand and drive for long periods of time

If interested please complete the application on the Wood County website at www.woodcountywv.com, Sheriff, Civilian Application or stop by the Sheriff's Office to pick up an application. Completed applications must be turned into the Sheriff's Office by 5PM, June 5th, 2026

Equal Opportunity Employer.