ADMINISTRATIVE OFFICE OF COURTS
300 Dexter Avenue
Montgomery, Alabama 36104-3741
(334) 954-5000

Sarah H. Stewart
Chief Justice

Nathan P. Wilson
Administrative Director of Courts

OCTOBER 20, 2026

OPEN JOB ANNOUNCEMENT
CHIEF JUVENILE PROBATION OFFICER II/SUPERVISOR II
$55,132.80 - $102,172.80
LOCATION: HOUSTON

GENERAL

The Administrative Office of Courts (AOC) is accepting applications from qualified individuals to fill a vacancy in the class of Juvenile Probation Officer II in Houston County. Applications will be accepted until close of business on **October 30, 2026.**

NOTE: This is a confidential (at will) position, and the employee will be exempt from merit system rules and regulations relating to appointment, tenure, and appeal. Confidential employees are, however, entitled to retirement and all other fringe benefits available to merit system employees.

DEFINITION

This is professional management and supervisory work involving monitoring juveniles under the jurisdiction and supervision of the Juvenile Court. Employees in this class plan, develop, coordinate and implement programs to monitor and document juvenile behavior following a complaint and /or petition within the juvenile justice system involving children in need of supervision (CHINS), delinquent and dependent children, and other juvenile proceedings. Employees in this class serve as a Chief Probation Officer supervising three to nine professional employees in a mid-size juvenile probation office. The nature of work performed requires that employees establish and maintain effective working relationships with the child, family members, county and state employees, law enforcement officials, court officials, social service providers, school officials, and the public. The principal duties are performed in a general office environment, courtroom and at field sites throughout the county. The Supervisor II option serves as a mid-level supervisor in a large juvenile probation office. Work is performed under the general supervision of the Juvenile Judge or a higher-level Chief Juvenile Probation Officer. Employees in this class exercise considerable initiative, judgment and independent decision-making based on experience and knowledge of policies and regulations. Unusual or complex matters are referred to the Juvenile Judge or Chief Juvenile Probation Officer.

EXAMPLES OF WORK PERFORMED

(Any one position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed.)

Manages and supervises a professional and clerical staff. Employees serving at the Supervisor II level may fill in for the Chief Probation Officer in his or her absence.

Assigns and supervises the work of Juvenile Probation Officers in the management of a caseload of children within the juvenile court system.

Provides administrative direction to probation activities, including preparation and implementation of the budget; manages Juvenile Probation Services fund and all related fiscal matters.

Conducts performance evaluations, recommends merit raises and counsels employees on disciplinary matters.

Manages a caseload of juvenile offenders, including supervising children on court-ordered probation, informal adjustments and consent decrees.

Performs intake and magistrate duties, including initiating juvenile cases and making informal adjustments according to the Alabama Rules of Juvenile Procedure, receiving and evaluating misdemeanor criminal complaints, and screening admissions of children to detention and shelter facilities.

Conducts background investigations on children, enters and maintains data in the State Judicial Information System.

Compiles, investigates, verifies and presents reports to court officials; develops and presents recommendations to juvenile judge regarding sentencing and incarceration of children.

Attends 72-hour hearings and other court hearings as appropriate.

Organizes community services and resources to develop local programs to benefit children and families; assist children complete applications and forms for official referrals.

Counsels and advises children and their families regarding pertinent personal, social, educational, financial, vocational and health matters.

Completes application referrals on children referred for placement; research alternative placement and makes applications as ordered by the court.

Communicates with children in placement on a regular basis and visits at facilities when children are in residential placement.

Monitors aftercare: sets up rules and terms of aftercare, completes necessary paperwork and has regular conferences with the child to review progress.

May conduct school visits to monitor children on probation; may monitor curfew and conduct home visits to monitor children on probation.

EXAMPLES OF WORK PERFORMED (cont'd)

May coordinate the participation of community services organizations with children.

Enforces adherence to court ordered conditions of probation; investigates and processes probation violations and makes recommendations regarding revocation of probation.

Reports and receives any infraction of probationary rules and takes appropriate actions.

Presents information in court relating to juveniles on probation and serves as a liaison between the court and the child's family.

Ensures children keep current with restitution payments; assist children in finding employment.

May physically supervise collection of urine samples from children as ordered by the court.

Maintains professional certification as a juvenile probation officer by attending workshops and conferences as approved by the Administrative Office of Courts Judicial College.

May conduct classes dealing with issues affecting at-risk youth, including drug and alcohol abuse, shoplifting, and violence in the home and related topics.

Speaks on juvenile topics at community functions and schools.

Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES

Considerable knowledge of current principles and practices associated with juvenile probationary activities.

Considerable knowledge of counseling practices and casework techniques.

Considerable knowledge of social, economic and psychological forces related to the causes and problems of juvenile delinquency.

Considerable knowledge of social and medical services provided by public and private agencies to facilitate juveniles on probation, consent degrees and after care programs.

Skill in the use of modern office equipment, personal computers and related software.

Ability to prepare and present accurate and reliable reports containing findings and recommendations.

Ability to work with at-risk children and their parents.

Ability to express oneself clearly and concisely, orally and in writing.

Ability to analyze facts, maintain records, prepare reports and exercise sound judgment.

Ability to perform as lead worker over lower level professionals and clerical staff.

Ability to speak in public and transmit written communications to other members of the juvenile probation office staff.

Ability to plan, assign, review, and evaluate the work of professional and clerical employees.

Ability to establish and maintain effective working relationships with local and state social agencies, administrative officials, associates and the general public.

Ability to maintain certification as a Juvenile Probation Officer in the state of Alabama.

Ability travel and to be on call on nights, holidays and weekends

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a bachelor's degree in counseling, criminal justice, psychology, sociology or a closely related field with preferably experience as a Juvenile Probation Officer. Must possess and maintain a valid Alabama driver's license.

SPECIAL REQUIREMENT

Must possess and maintain current certification as a Juvenile Probation Officer in the State of Alabama or be able to obtain certification within first twelve months employment.

Work Conditions

Full-time, grant-funded position based in Montgomery, AL.

Frequent statewide travel required.

Position contingent upon continued federal funding.

HOW TO APPLY

Qualified individuals should complete the Alabama Unified Judicial System's Employment Application (Form PERS 22), which may be obtained at the AOC Human Resources office, the AOC web site (http://humanresources.alacourt.gov), or the local offices of the Alabama State Employment Service. Forward all materials to:

The Administrative Office of Courts
Attention: Human Resources Division (60005)
300 Dexter Avenue
Montgomery, AL 36104-3741

Applications must be received at the above address on or before **October 30, 2026.** Applications received after that date will not be accepted. Selected applicants may be scheduled for interviews at a later date.

AN EQUAL OPPORTUNITY EMPLOYER
Visit us at http://humanresources.alacourt.gov