ADMINISTRATIVE OFFICE OF COURTS
300 Dexter Avenue
Montgomery, Alabama 36104-3741
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Sarah H. Stewart
Chief Justice

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Administrative Director of Courts

OCTOBER 20, 2026

OPEN JOB ANNOUNCEMENT

JUVENILE PROBATION OFFICER I (60001)
$41,080.80 - $68,695.20
LOCATION: Baldwin County

GENERAL

The Administrative Office of Courts (AOC) is accepting applications from qualified individuals to fill a vacancy in the class of Juvenile Probation Officer I in Baldwin County. Applications will be accepted until close of business on **November 20, 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 entry-level professional work involving monitoring and documenting behavior of juveniles under the jurisdiction and supervision of the Juvenile Court. The principal duties are performed in a general office environment, courtroom, and at field sites throughout the county where employed. Work is performed under the general supervision of the appointing authority (Presiding Juvenile Court Judge) and direct supervision of the 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 a caseload of juvenile offenders, including supervising children on court-ordered probation, informal adjustment 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 investigation 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 incarceration of children.

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

Performs risk/needs assessment and identifies resources available to help children; develops case plans and assists children in completing 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; researches alternative placement and makes applications as ordered by the court.

Communicates with children in placement on a regular basis and visits facilities when juveniles 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.

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

Coordinates 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 children 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.

Physically supervises 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 speak on juvenile topics at community functions and schools.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of current principles and practices associated with juvenile probationary activities.

Knowledge of laws and statutes concerning children in Alabama.

Knowledge of counseling practices and casework techniques.

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

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

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

Ability to remain calm and focused in stressful situations.

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 analyze facts, maintains records, prepare reports and exercise sound judgment.

Ability to speak in public and transmit written communications to other members of the JPO staff.

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

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

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with a bachelor's degree in counseling, criminal justice, psychology, sociology, or a closely related field with preferably one year's experience in probation or social casework. Must possess and maintain a valid Alabama driver's license and have access to reliable transportation for duties requiring travel.

Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job, as well as, Bachelor's, graduate, postgraduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States listed below:

- Southern Association of Colleges and Schools (SACS)
- Middle States Commission on Higher Education (MSCHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Higher Learning Commission (HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
- Western Association of Schools and Colleges-Senior College and University Commission (WASC-SCUC)

2. Coursework or degrees from schools that have **not** been accredited by one of the above listed regional accreditation associations **may** be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advance degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, the Administrative Office of Courts' (AOC) Human Resources Division will accept the college coursework if a regional accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). **This must be documented by a letter of acceptance from the regionally accredited school.** The AOC Human Resources Division will review such requests on a case-by-case basis.

   Note: This policy is subject to change. Other state agencies, and/or branches of government may have additional requirements.

   *The term "regionally accredited school" refers to an institution of higher education accredited by one of the above listed accreditation associations.

SPECIAL REQUIREMENTS

Must be able to obtain certification as a Juvenile Probation Officer in the state of Alabama within first twelve months of employment.

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 (60001)
300 Dexter Avenue
Montgomery, AL 36104-3741

Applications must be received at the above address on or before **November 20, 2026.** Applications received after that date will not be accepted. Selected applicants may be scheduled for interviews at a later date.