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

NOVEMBER 2, 2026

JOB ANNOUNCEMENT
CHIEF JUVENILE PROBATION OFFICER SUPERVISOR II
(Salary Range: $55,132.80 - $102,172.80)
LOCATION: HOUSTON

Position Overview

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 **November 16, 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.

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.

Key Responsibilities

(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.

Example of Work Performed

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 Knowledge, 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 Location

Houston County

Benefits

Depending on job type, employees could be offered a competitive benefits package which includes health, dental, and life insurance, paid annual and sick leave, paid holidays, and a retirement program.

I-9

Prior to your employment, you will be required to provide to your employer documentation of your identity and employment eligibility in order to comply with the Immigration Reform and Control Act of 1986.

E-Verify

E-Verify is a web-based system that allows enrolled employers to confirm the eligibility of their employees to work in the United States. E-Verify employers verify the identity and employment eligibility of newly hired employees by electronically matching information given by employees on the Form I-9, Employment Eligibility Verification, against records available to the Social Security Administration (SSA) and the Department of Homeland Security (DHS).

Background Check

Employment may be conditional upon the potential employee passing a background check. Candidates will be asked to provide consent prior to the administration of background checks.

Equal Employment Opportunity

Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations or because of race, national origin, or any other non-merit factors is prohibited. Discrimination on the basis of age, sex, or physical disability is prohibited except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary to proper and efficient administration.

Request for Accommodation

Under the Americans with Disabilities Act, it is the responsibility of the applicant with a disability to request accommodation which he/she requires in order to participate in the application or examination process. The AOC Human Resources Division reserves the right to require documentation of the need for accommodation under the ADA. In order to request accommodation in the application or testing process, contact the AOC Human Resources Division.

Contact Information

It is your responsibility to provide accurate contact information (address, phone, email) so that we can contact you about jobs you are interested in.

How to Apply

Applications for this position will be accepted until **November 16, 2026, at 5:00 p.m**. Submit materials by email to Recruitment@alacourt.gov using the subject line "Chief Juvenile Probation Officer II/Supervisor (60005)" or by mail to: Administrative Office of Courts, Human Resources Division, 300 Dexter Avenue, Montgomery, AL, 36104.
Qualified individuals should complete the Alabama Unified Judicial System's Employment Application Form PERS 22 Rev. 10/19 which can be found on the website at https://eforms.alacourt.gov/media/oihbldem/employment-application.pdf.

RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR A COMPLETED APPLICATION FORM.

PLEASE FORWARD ALL MATERIALS BY EMAIL TO:

Recruitment@alacourt.gov

Please include "Chief Juvenile Probation Officer Supervisor II" in the Subject Line of the email

OR BY MAIL TO:

ADMINISTRATIVE OFFICE OF COURTS (AOC)
ATTN: HUMAN RESOURCES DIVISION (**60005)**
300 DEXTER AVENUE
MONTGOMERY, ALABAMA 36104-3741