



ADMINISTRATIVE OFFICE OF COURTS

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Sarah H. Stewart
Chief Justice

Nathan P. Wilson
Administrative Director of Courts

OCTOBER 19, 2026

OPEN JOB ANNOUNCEMENT

CHIEF JUVENILE PROBATION OFFICER SUPERVISOR I (60004)

\$49,987.20 - \$88,087.20

LOCATION: Houston 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 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 and documenting behavior of 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. The Supervisor I option may supervise a small staff in a large 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. Employees in this class serve as a Chief Probation Officer supervising a staff of two Juvenile Probation Officers including self or a one-person office. Work is performed under the general supervision of the Juvenile Judge or a *Chief* Juvenile Probation Officer II or III. 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 a higher-level 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 I 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 related fiscal matters.

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

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

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(60004)

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

Considerable knowledge of current principles and practices associated with juvenile probationary activities. Considerable knowledge of laws and statutes concerning juveniles in Alabama.

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 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 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.

SPECIAL REQUIREMENTS

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.

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 **October 30, 2026**. Applications received after that date will not be accepted. Selected applicants may be scheduled for interviews at a later date.