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

**November 17, 2026**

# JOB ANNOUNCEMENT

## DEAF AND HARD OF HEARING ACCESS MANAGER (07738)

## (Salary Range: $42,093.60 -$72.132 .00)

## Position Overview

The Administrative Office of Courts (AOC) is accepting applications from qualified individuals to fill a vacancy in the class of Deaf and Hard of Hearing Access Manager at AOC. Applications will be accepted until close of business on **December 18, 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.

The Deaf and Hard of Hearing Access Manager will oversee daily operations of the Deaf and Hard of Hearing Access Initiative, a federally funded project designed to improve accessibility for survivors of domestic violence, dating violence, sexual assault, and stalking who are Deaf and Hard of Hearing in the Alabama Judicial System. The Manager will manage contracts and subrecipients, coordinate and provide training and outreach, collect program data, and ensure compliance with ADA, Section 504, and OVW requirements. Reports to Language Access Program Coordinator. FLSA Status: Exempt.

## Key Responsibilities

- Oversee statewide deployment of accessibility technology, including tablets, virtual services, and interpreter and CART services
- Manage subawards and contracts with partner organizations and vendors
- Plan, coordinate, and deliver training for clerks, judges, and advocates on accessibility practices
- Coordinate training program for American Sign Language court interpreters
- Convene and facilitate quarterly Steering Committee meetings
- Collect program data, facilitate focus groups, and assist with grant reporting
- Maintain organized program files to ensure audit readiness
- Support the Language Access Program Coordinator and Project Manager II/Grant Administrator in project oversight

## Required Knowledge, Skills and Abilities

- Facilitation and coordination of meetings and training
- Skills in developing and delivering presentations virtually and in person
- Strong organizational and communication skills
- Ability to manage contracts and partnerships effectively
- Familiarity with Microsoft applications, including PowerPoint

## Working Conditions

- Full-time, grant-funded position based in Montgomery, AL
- Frequent statewide travel required
- Position contingent upon continued federal funding

## Minimum Qualifications

- Bachelor's degree in criminal justice, Social Work, Public Administration, Interpreting and Translation, or related field
- 3–5 years of program management or equivalent experience
- Experience in curriculum development and training for adults and professionals
- Knowledge of victim services, court programs, or accessibility initiatives

## Preferred Qualifications

- Understanding of deaf culture, provision of interpreting services, and ADA accessibility requirements
- Experience with survivors of domestic violence, sexual assault, dating violence and stalking
- Fluency in American Sign Language and English
- Established relationships with victim services providers, deaf services agencies, and/or the deaf community
- Experience working in collaboration with diverse stakeholders and agency coalitions
- Experience with federal grant reporting and data collection

### 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.

## Work Location

AOC, Montgomery AL

## 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 December 18, 2026. Submit materials by email to Recruitment@alacourt.gov using the subject line "Deaf and Hard Hearing Access Manager (07738)" 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 "Deaf and Hard Hearing Access Manager Position" in the Subject Line of the email*

**OR BY MAIL TO:**

ADMINISTRATIVE OFFICE OF COURTS (AOC)
ATTN: HUMAN RESOURCES DIVISION (**07738)**
300 DEXTER AVENUE
MONTGOMERY, ALABAMA 36104-3741

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