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

NOVEMBER 16, 2026

JOB ANNOUNCEMENT
JUVENILE PROBATION OFFICER I
(Salary Range: $41,080.80 - $68,695.20)
LOCATION: ETOWAH

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 I in Etowah County. Applications will be accepted until close of business on **November 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.

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.

Key Responsibilities

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

- 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 in accordance with the Alabama Rules of Juvenile Procedure; receives and evaluates misdemeanor criminal complaints and screens admissions to detention and shelter facilities.
- Conducts background investigations of children and enters and maintains information in the State Judicial Information System.
- Compiles, investigates, verifies, and presents reports to court officials; develops and presents recommendations to juvenile judges regarding the supervision, placement, and disposition of children.
- Attends 72-hour hearings and other court proceedings as appropriate.

- Conducts risk and needs assessments; identifies resources available to assist children and families; develops case plans and assists with referrals to appropriate services.
- Counsels and advises children and their families regarding personal, social, educational, financial, vocational, and health-related matters.
- Completes placement referrals, researches alternative placement options, and submits applications as ordered by the court.
- Maintains regular communication with children in placement and conducts visits to residential facilities when appropriate.
- Monitors aftercare services by establishing terms and conditions, completing required documentation, and conducting regular conferences to review progress.
- Conducts school, home, and curfew visits to monitor compliance with court-ordered conditions.
- Coordinates the involvement of community agencies and service organizations to support children and their families.
- Monitors compliance with court-ordered conditions of probation; investigates violations and makes recommendations regarding probation revocation when necessary.
- Documents and responds appropriately to violations of probationary rules and court orders.
- Presents information to the court and serves as a liaison between the court, children, families, schools, and community agencies.
- Monitors restitution obligations and assists children in identifying employment opportunities when appropriate.
- Supervises the collection of urine samples when ordered by the court and in accordance with established procedures.
- Maintains certification as a Juvenile Probation Officer by completing required training and professional development activities approved by the Administrative Office of Courts Judicial College.
- Represents the juvenile court system at community meetings, schools, and public events as assigned.
- Performs related duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of current principles, practices, and procedures associated with juvenile probation services.
- Knowledge of Alabama laws, rules, and statutes pertaining to juvenile justice and court-involved youth.
- Knowledge of counseling methods, case management practices, and intervention techniques.
- Knowledge of the social, economic, behavioral, and psychological factors that contribute to juvenile delinquency and family challenges.
- Knowledge of community resources and social service programs available through public and private agencies to support children and families.
- Skill in the operation of modern office equipment, personal computers, and applicable software programs.
- Ability to remain calm, professional, and effective in stressful or emotionally charged situations.
- Ability to prepare, analyze, and present accurate reports, recommendations, and case documentation.
- Ability to establish and maintain effective working relationships with children, families, court personnel, law enforcement agencies, schools, service providers, and the public.
- Ability to analyze facts, maintain records, evaluate information, exercise sound judgment, and make appropriate recommendations.
- Ability to communicate effectively, both orally and in writing, including presenting information before courts, groups, and community organizations.
- Ability to maintain certification as a Juvenile Probation Officer in the State of Alabama.

- Ability to travel throughout the assigned jurisdiction and respond to work-related needs during evenings, weekends, and holidays as required.

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; assists 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.

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 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 of employment.

Work Location

Etowah 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 30, 2026, at 5:00 p.m**. Submit materials by email to Recruitment@alacourt.gov using the subject line "Juvenile Probation Officer I (60001)" 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 "Juvenile Probation Officer I" in the Subject Line of the email

OR BY MAIL TO:

ADMINISTRATIVE OFFICE OF COURTS (AOC)
ATTN: HUMAN RESOURCES DIVISION (**60001)**
300 DEXTER AVENUE
MONTGOMERY, ALABAMA 36104-3741