

# JOB ANNOUNCEMENT

<b>Job Title:</b> Court Referral Officer (2 Positions)	<b>Hours of Availability:</b> Monday-Friday 8:00 a.m. - 5:00 p.m.
<b>Closing Date:</b> Until Filled	<b>Position Announcement:</b> ASB11-07-2025
<b>Work Location:</b> Lee County, AL	
<b>Division/Department:</b> Lee County Alternative Sentencing Board	
<b>Reports to:</b> Lee County Alternative Sentencing Board	
<input checked="" type="checkbox"/> <b>Full-time</b> <input type="checkbox"/> <b>Part-time</b>	<b>Starting Salary:</b> \$44,666.75
<b>JOB SUMMARY:</b> We are currently seeking two (2) Court Referral Officers to assist the Court in the provision of social services and substance abuse rehabilitation programs to defendants.	
<b>ESSENTIAL JOB FUNCTIONS:</b> <ul style="list-style-type: none"><li>• Attends court proceedings; monitors and supervises defendants from District Court, Circuit Court, Family Court and Municipal Court.</li><li>• Evaluates and places defendants in appropriate alcohol or drug programs for assessment and treatment according to the Judge's orders; administers and observes substance abuse tests.</li><li>• Supervises probationers to ensure they comply with all court orders.</li><li>• Provides detailed information, guidance, and counseling to probationers daily by maintaining detailed case management records and appropriate confidentiality.</li><li>• Schedules monthly supervision, monitoring, and evaluation of defendants.</li><li>• Prepares clear and concise detailed written reports for non-compliant defendants; makes recommendations to Judges and court personnel.</li><li>• Responds to citizens' questions and comments in a courteous and timely manner.</li><li>• Performs other related duties as assigned by the Director of the Alternative Sentencing Board.</li></ul>	
<b>MINIMUM QUALIFICATIONS:</b> <ul style="list-style-type: none"><li>• Graduation from an accredited four-year college or university recognized by the U.S. Department of Education with major course work in counseling, public administration, social work, business administration, criminal justice, or a related field.</li><li>• Two years' work experience in alcoholism, drug-abuse, law enforcement, counseling, or a related field; a master's degree in a related field may be substituted for work experience.</li><li>• Must be eligible to obtain and maintain certification as a Court Referral Officer in accordance with the policies and procedures of the State of Alabama.</li><li>• Must have knowledge of the principles of social work as related to criminal defendants.</li><li>• Must understand court operations of the Alabama Unified Judicial System.</li><li>• Must have the ability to operate various computer equipment and job-related software programs.</li><li>• Must possess exceptional oral and written communication skills.</li><li>• Must have the desire and ability to work independently as well as in a collaborative team-based environment.</li><li>• Must have a demonstrated ability to work successfully with diverse clientele, possess superior interpersonal skills, display professionalism in all situations and be proficient in conflict resolution.</li><li>• Must have the ability to thrive in complex, dynamic, demanding environment, and to manage competing priorities.</li></ul>	

**DESIRED QUALIFICATIONS:**

- Current certification (or provisional certification) as a Court Referral Officer.
- Bilingual preferred; at a minimum, the ability to understand and to make oneself understood to all Spanish speaking individuals.
- Knowledge of alcohol and drug addiction and treatment programs.

**HOW TO APPLY:** (Previous applicants should reapply.)

- Visit [www.leeco.us](http://www.leeco.us) go to HUMAN RESOURCES click JOB APPLICATION under Related Links
- Completed job application can be faxed to 334-737-3609 or emailed to [humanresources@leeco.us](mailto:humanresources@leeco.us) by the closing date listed on the job announcement.
- Paper applications are available at Lee County Commission Human Resources office located at 215 South 9<sup>th</sup> Street Opelika, AL (Second Floor) from 8:30 a.m. to 4:30 p.m.
- Applicants can also apply at the Alabama State Employment Office.
- For more information visit: [www.leeco.us](http://www.leeco.us).

*Lee County is an Equal Opportunity Employer, we will recruit, hire, train, promote, discipline, and discharge in all eligible job groups without unlawful discrimination based on **race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, marital status, political affiliation or genetic information** or any other characteristics protected by law. *To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described in accordance to Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131).**