

***Limestone  
County Commission***

*Chairman  
Collin Daly*

*Administrator  
Ellen Morell*



*Commissioners:  
Johnny Turner  
Derrick Gatlin  
LaDon Townsend*

**THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:**

**CASE MANAGER**

Community Corrections

**Alabama Career Center  
2535 Sparkman Dr. NW  
Huntsville, AL  
Phone: (256) 851-0537**

**Or**

**Limestone County Commission  
310 W. Washington St.  
Athens, AL  
Phone: 256-233-6400**

**Or**

**Online: <https://limestonecounty-al.gov/doing-business/jobs>**

**MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.**

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES  
AND RESPONSIBILITIES**

**SALARY \$22.90 - \$38.46 PER HOUR**

**APPLICATIONS WILL BE ACCEPTED UNTIL  
JANUARY 14, 2026**

**AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)**



## **Case Manager**

Community Corrections

CC/3  
Grade 14

### **JOB SUMMARY**

This position is responsible for providing comprehensive supervision and case management for an assigned caseload of Community Corrections program participants.

### **MAJOR DUTIES**

- Monitors Felony Diversion inmates ordered by the court to participate in the Community Corrections program.
- Completes risk assessments for all participants.
- Maintains statistical reports related to the Felony Diversion program.
- Assists and refers inmates for mental health and other treatment.
- Schedules home visitors with inmates to verify the validity of addresses.
- Attends court as required when subpoenaed or for revocation hearings.
- Updates inmate contact information.
- Transports inmates to and from treatment.
- Updates case files.
- Enters inmate drug screen results.
- Verifies inmate employment verifications.
- Assists with drug screen laboratory operations as needed.
- Performs related duties.

## KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the judicial system.
- Knowledge of case management principles.
- Knowledge of community resources.
- Knowledge of risk assessment principles and practices.
- Knowledge of relevant local, state, and federal laws.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and concise reports.
- Skill in oral and written communication.
- Skill in the use of computers and job-related software programs.

## SUPERVISORY CONTROLS

The Director of Community Corrections assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## GUIDELINES

Guidelines include court orders and program policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of related case management duties. The unique needs of each participant contribute to the complexity of the position.
- The purpose of this position is to manage a caseload of program participants. Success in this position contributes to participant compliance with court requirements.

## CONTACTS

- Contacts are typically with co-workers, other county personnel, law enforcement personnel, court personnel, attorneys, offenders and their families, representatives of other agencies, and members of the general public.

- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office or outdoors, occasionally in cold or inclement weather. Work requires the use of protective devices such as masks, goggles, gloves, etc.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

#### MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain appropriate Ohio Risk Assessment Certification.