



**BERNALILLO COUNTY**

**METROPOLITAN COURT**

**JOB RECRUITMENT ANNOUNCEMENT**

Human Resources Division  
401 Lomas NW  
Albuquerque, NM 87102

Telephone: (505) 841-9819  
Fax No.: (505) 222-4823

EMAIL: [metrjobs-grp@nmcourts.gov](mailto:metrjobs-grp@nmcourts.gov)

**APPLY NOW:** [https://webapps.metrocourt.state.nm.us/HRjobsapp/job\\_ops](https://webapps.metrocourt.state.nm.us/HRjobsapp/job_ops)

**METROPOLITAN COURT CHIEF PROBATION OFFICER**

Probation/Supervision Division

**Opening Date: July 22, 2024**

**Closing Date: August 2, 2024**

**Pay Range: \$34.788 - \$43.485/hourly**

**Position No. 54640**

**Position Status: Full-time, Regular**

**Probation/Supervision Division or as assigned**

**Essential Tasks:** Under administrative direction, manage and supervise Probation Supervision Division which, in addition to probation officers, includes Pretrial Services, Ignition Interlock, and In-House Screening staff. Also prepare division budget and attend and conduct various meetings. Plan, organize, direct, integrate and coordinate the work and hire, train, evaluate and discipline probation officers, program coordinator and support staff. Keep abreast of changes in New Mexico statutes, rules, policies, procedures and judicial proceedings to ensure compliance with sentencing mandates. Monitor schedules to ensure proper coverage for courtrooms and pre-sentence and probation referrals for services. Prepare reports reflecting division activities. Assess and justify need for additional staff, training, equipment and spacing. Ensure reporting requirements for outside funding sources are met. Schedule and facilitate staff meetings. Participate in identifying, developing and implementing programs, services and/or policies and procedures designed to enhance cooperative working agreements. Provide subsidized treatment and evaluate treatment effectiveness. May provide coverage for sentencing appearances and intake appointments in the absence of probation officers. May perform other duties as assigned in order to meet the operational needs of the Court. A more comprehensive job description is available at [www.metrocourt.state.nm.us](http://www.metrocourt.state.nm.us) or may be obtained in the Human Resource office of the Metropolitan Court.

**Qualifications:** **Education:** Bachelor's degree from an accredited college or university in Criminal Justice, Public Administration, Business Administration, Social Sciences, or a directly related field. **Education Substitution:** Four (4) years of directly related or relevant experience may substitute on a year for year basis. **Experience:** Seven (7) years of experience in social services, probation, criminal justice, or related field of which three (3) years must have been as a supervisor. **Experience Substitution:** Relevant graduate level education may substitute for up to two (2) years of experience at a rate of thirty (30) semester hours equals one (1) year of experience. Education may not substitute for supervisory experience. **Supervisory Substitution:** None. **Other:** May be required to obtain and maintain National Crime Information Center (NCIC) certification within six (6) months of hire. **A post-offer background history and fingerprint check is required.**

**Working Conditions:** The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Page 3 of 3 New Mexico Judicial Branch Work is performed in an office or court setting. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices. \* This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

*Applicants should complete a **New Mexico Judicial Branch Application for Employment (Revised 05/10)** or **Resume Supplemental Form (Revised 5/10)** and submit with a signature prior to 5 p.m. on the closing date to the Human Resource Division before 5 p.m. on the closing date. Mailed applications must be received by 5 p.m. on the closing date. If you would like to receive a text message when job opportunities become available, please visit the following website [https://webapps.metrocourt.state.nm.us/HRjobsapp/job\\_ops](https://webapps.metrocourt.state.nm.us/HRjobsapp/job_ops).*

**The Bernalillo County Metropolitan Court is an Equal Opportunity Employer and applicants selected for an interview must notify the Human Resource Division at (505) 841-9819 of the need for an accommodation.**