



**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

APPLY NOW: https://webapps.metrocourt.state.nm.us/HRjobsapp/job_ops

**METROPOLITAN COURT PROBATION OFFICER SUPERVISOR
Recovery Court/ Healing to Wellness Court**

**Opening Date: November 12, 2024
Closing Date: November 25, 2024
Pay: \$30.443-\$38.054/hour**

**Position No. 10100668
Position Status: Full-time, PERM
Probation/Specialty Court or as assigned**

Essential Tasks: Under direction, supervise court Probation staff in the documentation, development and administration of program recommendations, referrals and monitoring of court-ordered pre and/or post adjudication defendants/offenders. Provide direct supervision of two or more probation staff members assigned to this position. Assist with the hiring, evaluating and disciplining of the professional and clerical staff of the Probation Division. Advise and assist in planning, organizing and developing/revising procedures for the Probation Supervision Division. Investigate defendants' educational, family, criminal and social background, and/or previous treatment compliance. Assess and determine risks and needs of defendants for treatment and counseling. Review police and court reports. Analyze, verify, justify and report treatment and sentencing recommendations to the court. Develop, interpret and implement supervision plan for defendant. Monitor defendants' compliance with sentencing and conditions of probation by establishing interaction and regularly scheduled meetings. Perform crises management and conflict resolution with defendant and family when necessary. Schedule hearings and notify parties involved. Appear in court to elaborate on, defend or respond to information in pre-sentencing report. Inform and subpoena witnesses. Confer with state and defense attorneys and provide advice and recommendations. Continually report status of defendant to the court. Maintain current roster of defendants. Secure, manage, update and govern individual case files by assuring that files contain necessary copies of essential and relevant documents. Compile monthly statistical reports. Respond to inquiries on defendants assigned to other probation officers. Provide information and referral to former clients. Aid other law enforcement agencies or probation officers with investigations and supervision of other defendants. May perform other duties to meet the operational needs of the Court. A more comprehensive job description is available at <http://metro.nmcourts.gov> or may be obtained in the Human Resource Division of the Metropolitan Court.

Qualifications: Education: Bachelor's Degree from an accredited college or university in Social Sciences, Criminal Justice, or a related field. Education Substitution: Four (4) years' of directly related or relevant experience may substitute on a year for year basis. Experience: Five (5) years' of experience in criminal justice, social services or related field of which one (1) year must have been as a supervisor. Experience Substitution: Relevant graduate level education may substitute for up to two (2) years' experience at a rate of thirty (30) semester hours' equals one (1) year of experience. Education may not substitute for supervisory experience. Supervisory Substitution: Leadworker duties may be considered on a prorated basis for supervisory experience at a rate of one (1) year equals six (6) months'. Leadworker assigned duties must have included the development of employee performance plans and appraisals, discipline and approval of time for assigned staff. An additional one (1) year of directly related experience may substitute for the supervisory experience provided the incumbent attends the NMJB Supervisory Mentorship Program Training at their earliest opportunity. Other: May be required to obtain and maintain National Crime Information Center (NCIC) certification within six (6) months' of hire.

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. 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, and judges and justices.

*Applicants should complete a **New Mexico Judicial Branch Application for Employment** (rev. 07/29/2024) or a resume and a **Resume Supplemental Form** (rev.07/29/2024) and submit with an **original signature and 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.*

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.