



**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: metrijobs-grp@nmcourts.gov

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

METROPOLITAN COURT PROBATION OFFICER LEADWORKER

Specialty Courts Division

Opening Date: April 28, 2025

Closing Date: May 23, 2025

Pay Range: \$27.054 - \$33.818 Hourly

Target Pay Rate: \$30.863 Hourly

Position Number: 49345

Position Status: Full-time, Perm

Specialty Courts Division or as assigned

Essential Tasks: Under direction, lead, mentor and train others; monitor defendants' or offenders' participation in complex/multi-layered court-mandated programs and compliance with his/her court order. May be assigned supervisory duties under the mentorship of a supervisor or manager. Provide direction and assistance to staff as assigned, lead, mentor, oversee and train staff in background investigation procedures, day-to-day functions and documentation processes and communicate changes in processes, rules and systems. Conduct investigation on defendants and provide detailed reports; establish defendants' needs and develop appropriate treatment support or referrals; monitor and document progress; notify court of compliance or violations and recommend appropriate action. Maintain case files and document treatment provided; attend court proceedings; and provide input to the court; administer and track drug and alcohol screening as necessary. Participate in development by attending conferences and training related to court programs. Must be able to use a computer and various software applications. Work independently; manage time effectively, communicate and interview effectively; prioritize workload; to mediate and/or defuse volatile situations; be persuasive, assertive and empathetic to people from various populations; and to maintain confidentiality. Have the ability to get along with others and to work under stress. Knowledge of court-ordered rehabilitation or support programs, sentencing guidelines, treatment options and available community services; New Mexico law, civil and criminal procedure; local court rules, policies and procedures, operations and structure, case management; legal terminology safety, security and confidentiality issues, substance abuse and mental health counseling and treatment; mediation techniques and conflict resolution; investigative techniques; drug screening methods, and electronic monitoring equipment. May perform other duties as assigned to meet the Court's operational needs. A more comprehensive copy of the job description is available at <http://metro.nmcourts.gov> or may be obtained in the Human Resources office of the Metropolitan Court.

Qualifications: Education: Bachelor's Degree from an accredited college or university in Criminal Justice, Social Sciences or a related field. Education Substitution: Four (4) years' of directly related or relevant experience may substitute on a year for year basis (degree preferred). Experience: Four (4) years' experience in criminal justice, social services or related field. Experience 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. 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 interested in applying should complete a **New Mexico Judicial Branch Application for Employment** (Revised 09/02) and submit with an **original signature and date** to the Human Resources Division prior to **5 p.m. on the closing date**. Mailed applications must be received by 5 p.m. on the closing date. 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.*