# BERNALILLO COUNTY METROPOLITAN COURT
# JOB RECRUITMENT ANNOUNCEMENT

**Human Resource Division**
**401 Lomas NW**
**Albuquerque, NM 87102**

**Telephone:  (505) 841-9819**
**Fax No.:  (505) 222-4823**
**EMAIL: metrjobs-grp@nmcourts.gov**

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

## CASE MANAGER
**Standard Probation Division**

**Opening Date:  June 16, 2025**
**Closing Date:  June 30, 2025**
**Pay Range: $23.785- $29.731/Hourly**

**Position Number: 54463**
**Position Status: Full-Time, PERM**
**Standard Probation Division or as assigned**

**Essential Tasks:** Incumbent will work with the multi-disciplinary team on their assigned treatment court(s) in the role of the Case Manager. Address both the criminogenic needs and the recovery capital needs of the Participants utilizing the Court's Risk Needs Assessment tools. Develop Case Plans addressing the Participant's criminogenic needs using strength-based and recovery oriented approaches and SMART goals.  Responsible for linkage and coordination of services to address the needs of the Participant that are outside those addressed by the contracted treatment provider.  Complete referrals for contracted services of the treatment court.  Network with agencies in the community to establish working relationships in order to assist program Participants with resources available to them.  Work closely with the assigned Probation Officer and Program Manager keeping them apprised of case management services offered to the Participant.  Offer suggestions during staffing for possible case management services that may be beneficial for the Participant.  Compile monthly statistical files.  Maintain, secure, manage, and update essential and relevant documents in case files.  Complete daily and monthly spreadsheets tracking Participants contracts and referrals.  Responsible for adherence with procedures established for the efficient and effective delivery of services compliant with any Grants.  Have the ability to get along with others and to work under stress.  May perform other duties as assigned to meet the operational needs of the Court.  A more comprehensive copy of the job description is available at https://metro.nmcourts.gov or may be obtained in the Human Resources Division of the Metropolitan Court.

**Qualifications:** Education: Bachelor's degree from an accredited college or university in Criminal Justice, Public or Business Administration, Social Work 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: Three (3) years' experience in case management. 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 07/29/2024) or a **Resume Supplemental Form** (Revised 07/29/2024) and submit with a **signature and date** to the Human Resource Division prior to **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://metroweb.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.**