



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://metroweb.metrocourt.state.nm.us/HRjobsapp/job_ops

Metropolitan Court Program Manager

Felony Pre-Trial

Opening Date: December 15, 2025

Closing Date: December 29, 2025

Pay Range: \$31.661 - \$39.576/Hourly

Position Number: 881

Position Status: Full-time, Perm

Standard Probation Division 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 (2) 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. Work closely with providers for Electronic Monitoring Supervision, which may include but will not be limited to Secure Remote Alcohol Monitoring ("SCRAM") and Global Positioning System ("GPS") monitoring devices. Have the ability to get along with others and to work under stress. May perform other duties to meet the operational needs of the Court. A more comprehensive job description may be viewed at <https://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, Public or Business Administration, social sciences or a related field. Education Substitution: Four (4) years of program management experience may substitute for education on a year for year basis. Experience: Three (3) years of program management or overseeing the budget or finances for projects; grant writing or contract management related to projects; or other experience directly related to the management of projects. Experience Substitution: Additional relevant education may substitute for experience at a rate of thirty (30) semester credit hours equals one year of experience. **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 Resources 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.