NEW MEXICO JUDICIAL BRANCH

COURT PROBATION OFFICER 2
(Classified)

TARGET SALARY: $51,965-$103,929 annually, or $24.983-$49.966 hourly depending upon experience (pay range II)
LOCATION: Varies, statewide locations
FLSA STATUS: Non-Exempt
JOB CODE: 8720JB
BENEFITS: Competitive benefits package offered

THE NEW MEXICO JUDICIARY

The Mission of the New Mexico Judiciary is to protect the rights and liberties of the people of New Mexico guaranteed by the Constitution and laws of the State of New Mexico and the United States; to resolve legal disputes fairly, and to ensure access to justice for all.

GENERAL STATEMENT OF DUTIES

Acting under general supervision monitor the defendant's or offender's participation in complex court mandated programs and compliance with his/her court order.

EXAMPLES OF JOB DUTIES

- **The Court Probation Officer 2** is responsible for conducting investigations on defendants/offenders, establishing needs, and developing an appropriate treatment support plan.
- Participates in scheduled progress meetings at court appointed locations.
- Monitors defendants/offenders' compliance at court hearings and with community service program requirements and tracks and records community service participation.
- Reports, documents, and notifies the court of defendants/offenders compliance, non-compliance or program violations and recommends appropriate action.
- Maintains current case files, and documents all interactions with program defendants/offenders and treatment providers in the case management system.
- Performs scheduled and unannounced site visits (home, work, school or other location) to monitor program compliance.
- Monitors program compliance utilizing electronic monitoring technology.
- Tracks and administers drug and alcohol screens and maintains alcohol and drug screening protocols, equipment, and supplies.
- Participates, and attends conferences, training, community outreach and educational programs related to court programs.
- Prepares written and oral reports detailing defendants/offenders' program compliance and makes recommendations on future treatment support, or referrals.
- Provides input during court proceedings, and meetings with court staff and other treatment providers.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of court-ordered rehabilitation or support programs, sentencing guidelines, treatment options and community services available; New Mexico law, civil and criminal procedure; local court rules, policies and procedures, operations and structure; case management; legal terminology; substance abuse and mental health counseling and treatment; mediation techniques and conflict resolution; investigative techniques; drug screening methods; electronic monitoring equipment and technology; and court case management system.

MINIMUM 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.

Experience: Three (3) years of 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.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

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, judges, and justices.

** This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed*

BENEFITS

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employeeassistance program (EAP) [http://www.mybenefitsnm.com/]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid vacation and sick leave up to eight (8) weeks
- Eleven (11) paid holidays
- Up to 12 weeks of paid parental leave
- Deferred Compensation 457(b) plan
- Lifetime Defined Benefits Retirement Plan [http://www.nmpera.org/]
- Flexible work schedules and alternative work locations*

- Free health care, Rx, and lab work at the facility (Stay Well Health Center) in Santa Fe, NM
- Bilingual compensation*
- Training and career development opportunities
- Higher education opportunities, educational leave, and tuition reimbursement
- May qualify for the Public Service Loan Forgiveness Program (PSLF)
- May receive overtime holiday or shift differential pay*
- May receive physical fitness leave*
- What are your benefits worth? Click here to find out

These benefits vary by job classification or need

START YOUR CAREER

Experience the difference, work for the Judiciary! Apply here!

History of Job Description: Dev: 03/09/98, Rev: 09/01/09, 04/24/15, 01/30/20, Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23, 07/06/24, 07/05/25, 07/04/26

The state of New Mexico is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. The state provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disability Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Administrative Office of the Courts Human Resources Division at 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.