NEW MEXICO JUDICIAL BRANCH

COURT PROBATION OFFICER SUPERVISOR
(Classified)

TARGET SALARY: $66,514-$133,026 annually, or $31.978-$63.955 hourly depending upon experience (pay range KK)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 8710JB
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 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 for defendants/offenders.

EXAMPLES OF JOB DUTIES

- **The Court Probation Officer Supervisor** is responsible for training, supervising, mentoring, evaluating, and motivating a Court Probation staff of two (2) or more.
- Leads, mentors, coaches, oversees, and trains probation staff in judicial procedures, program functions, and case and document processing.
- Oversees and conducts investigations on defendants/offenders and provides detailed reports to establish defendant/offender's needs and appropriate treatment support or referrals.
- Monitors defendants/offender's compliance with community service program requirements and tracks community service participation.
- Reports and documents defendants/offender's 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.
- Participates and provides input during court proceedings, and meetings with court staff and other treatment providers.
- Performs scheduled and unannounced site visits (home, work, school or other location) to monitor program compliance.
- Monitors the appropriate use of electronic monitoring technology.
- Tracks and reports drug and alcohol screening statistics and recommends alcohol and drug screening protocols.
- Participates in and attends conferences, training and community outreach, and education related to court programs.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of Court-ordered rehabilitation or support programs, sentencing guidelines, treatment options, community services; NM law, civil and criminal procedures; local court rules and procedures; case management; legal terminology; safety, security, and confidentiality practices; substance abuse and mental health counseling and treatment; mediation techniques and conflict resolution; investigative techniques; drug screening methods; electronic monitoring equipment and technology; HIPPA; Supervisory techniques; mediating and managing conflict; employment law and NM Judicial Branch Personnel Rules.

MINIMUM 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 of 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.

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 (Court Probation Officer Supervisor), 09/01/09, 04/24/15, 01/30/20, 01/15/21 (added supervisory substitution), Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23, Rev: 03/15/24 correction to supervisory substitution; Rev Pay Range: 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.