NEW MEXICO JUDICIAL BRANCH

MAGISTRATE DWI DRUG COURT PROGRAM COORDINATOR
(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: Exempt
JOB CODE: 8610JB
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 plan, organize, manage, and coordinate a Magistrate DWI Drug Court Program.

EXAMPLES OF JOB DUTIES

- **The Magistrate DWI Drug Court Program Coordinator** is responsible for monitoring and documenting participants' program activities and compliance with the AOC-Approved information management system.
- Coordinates the rehabilitation process by referring participants to treatment services, conducting screening assessments, creating structure, monitoring daily activities, scheduling program activities, and screening assessments.
- Acts as the program point of contact for team members, program participants, Alumni members, outside agencies, and interested parties.
- Creates a curriculum and materials to deliver educational programs and training.
- Assists in the maintenance of the program budget preparation and tracking, and prepares budget reports.
- Creates and maintains program files, and forms.
- Plans, attends, participates, and organizes court proceedings.
- Tracks and records community service participation.
- Follows testing protocol to oversee the administration of breath or urine drug tests, and tracks and records drug-testing results.
- Stays current with New Mexico Treatment Court standards, benchmarks, best practices, and empirical evidence to assist the team and maximize pa participants' success.
- Documents and oversees interaction with program participants in the DWI Drug Court database system.
- Works with researchers to evaluate programs, and provides information to local or state entities.
- Responds to requests and provide information to local or state agencies and non-profit organizations.
- Maintains program adherence to state procurement codes and statutes.

- Prepares written reports detailing participant program compliance and notifies the court of any program non-compliance.
- Recommends the application of appropriate participant sanctions and incentives for program non-compliance or violations and applies the drug court model.
- Researches and retrieves information using the case management system.
- Identifies contractual needs and monitors contractor(s) with respect to vendor compliance.
- Drafts and advertises requests for proposals.
- Monitors Memorandums of Understanding and professional contracts for services provided to the program.
- Sets up contract review panel.
- Audits and approves invoices and requests for purchase orders.
- May perform or oversee scheduled and unscheduled site visits.
- May develop local court goals and objectives.
- Coordinates with team members in order to ensure all necessary training and documentation are provided in order to certify and recertify the DWI Drug Court program.
- Develops, revises, and implements policies and procedures on a yearly basis.
- Prepares budget requests by projecting needs and costs for the program.
- Recommends and justifies requests for each budget line item.
- Communicates the success and cost-effectiveness of programs to aid in securing the funding necessary to continue operations and growth of the program.
- Helps administer and monitor program budget and ensures compliance with budgetary policies and limitations within the budget.
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- Helps administer and monitor program budget, and funding requests.
- Assists in the maintenance of the program budget preparation and tracking, and prepares budget reports
- Creates, evaluates, analyzes statistical measures, performs, and maintains statistical analysis.
- Is responsible for supporting the program needs to include the development and implementation of DWI Drug Court strategic plans and goals and providing technical assistance and direction to the courts.
- Serves as a resource and communicates program design and goals to judicial and local committees, commissions, councils, boards, courts, judges, administrators, and organizations.
- Creates a curriculum and materials to deliver educational programs and training.
- May perform scheduled and unscheduled visits to monitor program participants' compliance.
- May supervise.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of program development and program administration techniques; federal grant reporting procedures and tracking, grant writing and research; state procurement rules i.e., request for proposals process and invitations to bid; case

management and referral, mediation, and court case initiation procedures; substance abuse treatment; drug testing methods; crisis intervention, relapse prevention, and behavior modification; community resources and outreach; protective services; problem solving and conflict resolution principles and techniques; safety and security practices; and tracking and monitoring projected and expended funds.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree from an accredited college or university in criminal justice, social work, social sciences, psychology, business or public administration, or a directly related field.

Education Substitution: Four (4) years of directly related or relevant experience.

Experience: One (1) year of program administration experience in the following areas: public or business administration, budget, social services, social work, social sciences, mediation, grant writing, counseling, law, probation, adult education, training, or a directly related field.

Experience Substitution: None.

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, employee assistance 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

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History of Job Description Drug Court Program Coordinator: Dev: 09/01/09, Audited: 10/30/15, Rev: 12/02/19, 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.