NEW MEXICO JUDICIAL BRANCH

PRETRIAL ELECTRONIC MONITORING AND SUPERVISION LEADWORKER

(Classified)

TARGET SALARY: $59, 109-$118,221 annually, or $28.418-$56.837 hourly depending upon experience (pay range JJ).
LOCATION: Albuquerque, New Mexico
FLSA STATUS: Non-Exempt
JOB CODE: 8768JB
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 of the Electronic Monitoring & Supervision (EMS) Program Supervisor, and/or the AOC or district court Pretrial Program Manager, leads and oversees the electronic monitoring process and reporting of violations of defendants placed on Pretrial Supervision who have a release condition that includes electronic monitoring.

EXAMPLES OF JOB DUTIES

- **The Pretrial Monitoring and Supervision Leadworker** is responsible for leading, mentoring, overseeing and training staff in conducting thorough electronic monitoring (EM) alerts, following program guidelines and policies under the oversight and direction of the Electronic Monitoring & Supervision (EMS) Program Supervisor.
- May supervise staff under the oversight and direction of the Electronic Monitoring & Supervision (EMS) Program Supervisor.
- Conducts investigations of alerts the Electronic Monitoring and Supervision (EMS) Unit receives to determine if there is a violation and provides appropriate responses and notifications following program policies and procedures.
- Requests bench warrants, notifies justice partner agencies, and supporting public safety regarding those individuals identified as crime victims and others.
- Provides support and guidance to the EMS Unit staff to complete all duties.
- Evaluates the work product of providing electronic monitoring, notifications, request for bench warrants, communication and documentation of actions taken by EMS Unit.
- Performs audits of work product, ensures all staff are following standard operating procedures and program policies and provides outcomes to the Electronic Monitoring & Supervision (EMS) Program Supervisor.
- Monitors pretrial defendants ordered to electronic monitoring to ensure compliance with conditions of pretrial release ordered by the court.
- May provide other defendant supervision support to local pretrial program(s) in district courts initiates and closes cases in the Odyssey Supervision Module (OMS).

- Provides pretrial program audit of data entry, assists in providing administrative support to the function of local pretrial program(s).
- Works collaboratively and communicates with local courts, local pretrial program(s), and attorneys.
- Compiles data for local pretrial program(s), which may include release reports and assign to EMS staff for data entry.
- Conducts case audits to assist local program(s) with supervision quality assurance reports to support case management of defendants.
- Assists in reviewing and revising guidelines and processes to ensure notification of violations are efficient and timely.
- Assists in implementing and works with new technologies and training developed for pretrial supervision.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate their knowledge of legal and evidence-based pretrial supervision using electronic monitoring technology and protocols; court processes; rules and statutes governing bond/bail and release from detention; NM law, civil and criminal procedure; legal terminology; investigative techniques using governmental investigative resources; providing oversight and leadership to employees; working with various stakeholders; case management, technical reporting writing skills as well as critical thinking and problem-solving skills; procedures; HIPPA; NM Judicial Branch Personnel Rules.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree in criminal justice, social sciences, counseling or a related field from an accredited college or university.

> **Education Substitution:** Four (4) years of directly related or relevant experience may substitute on a year-for-year basis.

Experience: Four (4) years of experience in criminal justice, social services, probation, and/or corrections or related field.

> **Experience Substitution:** Relevant graduate level education may substitute for up to two (2) years' experience at a rate of 30 semester hours equals one (1) year of experience.

Other: Must obtain and maintain National Crime Information Center (NCIC) certification within six (6) months of hire.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The above-mentioned 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

START YOUR CAREER

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

History of Job Description: Dev: 04/11/2022; 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.