NEW MEXICO JUDICIAL BRANCH

PRETRIAL ELECTRONIC MONITORING AND SUPERVISION OFFICER

(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: 8766JB
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 of the Electronic Monitoring Supervision (EMS) Program Supervisor and/or AOC or district court Pretrial Program Manager, monitor reports of violations by defendants placed on Pretrial Supervision who have a release condition that includes electronic monitoring.

EXAMPLES OF JOB DUTIES

- **The Pretrial Electronic Monitoring and Supervision Officer 1** is responsible for evaluating electronic monitoring alerts to determine if there is a violation and provide appropriate responses and notification following program policies and procedures such as: requesting an arrest warrant, notifying justice partner agencies, and otherwise supporting public safety regarding those identified as crime victims and others.
- Monitor pretrial defendants ordered to electronic monitoring to ensure compliance with conditions of pretrial release ordered by the court.
- Provide written notification to local courts, assigned Pretrial Officer, and other criminal justice partners of violations and/or requests for bench warrants.
- Research and identify each defendant's conditions of release to ensure any reported violations are a direct violation of the condition that may have been ordered.
- Prepare accurate written reports including detailed chronological events specific to a violation for requests for bench warrants.
- Communicate with local courts, pretrial programs, and attorneys.
- Document all interactions with the defendant, notifications, and actions taken in the case management system.
- Work collaboratively with the local pretrial program(s)
- May provide other defendant supervision support to the local pretrial program(s) such as initiating and closing cases in the Odyssey Supervision Module (OMS), providing pretrial program audits of data entry, assisting in providing administrative support to the function of the local pretrial program(s).
- Compile and report statistical data.

- Work with new technologies to provide pretrial supervision.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate their knowledge of 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.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree in criminal justice, social sciences 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: One (1) year experience in criminal justice, social services, probation, corrections or a related field.

> **Experience Substitution:** None.

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: 08/30/2021, 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.