NEW MEXICO JUDICIAL BRANCH

PRETRIAL ELECTRONIC MONITORING AND SUPERVISION 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: 8767JB
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 Pretrial Program Manager, supervise and provide oversight of staff to provide electronic monitoring and reporting of violations of defendants placed on Pretrial Supervision who have a release condition that includes electronic monitoring.

EXAMPLES OF JOB DUTIES

- **The Electronic Monitoring and Supervision Supervisor** is responsible for providing oversight of staff evaluating any electronic monitoring alerts to determine if there is a violation and providing appropriate responses and notification following program policies and procedures such as: request of an arrest warrant, notification to justice partner agencies, and otherwise, support public safety regarding those identified as crime victims and others.
- Responsible for leading, mentoring, training, overseeing, and evaluating the Electronic Monitoring Officer's daily work, which includes but is not limited to monitoring investigations of alerts, responses, and notifications of violations and actions taken.
- Provides direct supervision of two (2) or more Electronic Monitoring staff.
- Responsible to lead, mentor, train, overseeing, and evaluating staff recommendations related to monitoring.
- Develops employee performance plans, evaluations, and applicable disciplinary actions.
- Communicates changes to court leadership regarding processes, rules, and systems.
- Directs and oversees staff work product of program providing electronic monitoring, notifications, request for bench warrants, communication, and documentation of actions taken by EMS Program.
- Ensures all staff are following SOPs and program policies by performing random audits of work products.
- Collaborates with local pretrial program(s) managers to assist in other areas of need for defendant supervision support.

- Work with the AOC and/or district court Pretrial Program Manager and local pretrial justice stakeholders to develop processes, and revise processes ensuring notification of violations are efficient and timely.
- Provide support to EMS Program Staff to complete all duties.
- Assist the AOC and/or district court Pretrial Program Manager in training or presentations to various audiences for pretrial supervision and electronic monitoring.
- Collect and compile various pretrial data specific to pretrial supervision, program operations, and electronic monitoring.
- Research and stay up to date with advancements in new technologies that support pretrial practices.
- Implement and work with new technologies and training developed for pretrial supervision.
- May perform 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; technical reporting writing skills as well as critical thinking and problem-solving skills; 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: Five (5) years of experience in criminal justice, social services, probation, corrections or related field, or working with electronic monitoring equipment and software; pretrial supervision experience or violation report writing; 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 experience at a rate of 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 of performing leadworker duties equals six (6) months of supervisory experience. Assigned leadworker duties include but are not limited to: Train, mentor, and develop employees; direct, plan, schedule, assign, and review the work of others; develop or assist in the development of employee performance plans and appraisals; and address concerns and troubleshoot problems. 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: Must obtain and maintain 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

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History of Job Description: Dev: 08/30/21, Audit: 12/31/22, Rev Pay Range: 07/08/23, Rev: 03/24/15 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.