# NEW MEXICO JUDICIAL BRANCH

## PRETRIAL SERVICES OFFICER 1
(Classified)

**TARGET SALARY:** $46, 112-$92, 223 annually, or $22.169-$44.338 hourly depending upon experience (pay range HH)
**LOCATION:** Varies, statewide locations
**FLSA STATUS:** Non-Exempt
**JOB CODE:** 8765JB
**BENEFITS:** Competitive benefits package offered

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### 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, assist with criminal background investigations on persons arrested and charged with criminal offenses prior to adjudication.

### EXAMPLES OF JOB DUTIES

- **The Pretrial Services Officer 1** is responsible for implementing release and case management plans and investigations for those charged with criminal offenses.
- Supervises a defendant's compliance with court-ordered programs and conditions of release.
- Conducts brief intake interviews with newly referred defendants.
- Documents each defendant's needs for community support services.
- Contacts references to verify information provided by defendants regarding employment, home, work, and school status.
- Provides recommendations for appropriate treatment support and referrals.
- Participates in scheduled case staffing.
- Monitors defendant's compliance with court-ordered conditions of release and community provider program requirements.
- Documents, reports and notifies the court of a defendant's non-compliance or program violations and recommend appropriate action.
- Tracks Pretrial Services referrals at felony arraignments.
- Documents and maintains case files that illustrate interactions with defendants, treatment providers, community-based case managers, attorneys, employers and family members.
- Attends and participates in meetings with court staff and other treatment providers.
- Monitors defendant's compliance utilizing electronic monitoring technology.
- Maintains alcohol and drug screening equipment and supplies.
- Performs scheduled and spontaneous site visits to participant's home, school, work, or other locations to monitor program compliance.
- May perform as a judicial designee in formulating appropriate recommendations for release, sanctions, and detention.
- Other duties as assigned.

## COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate their knowledge of court-ordered programs; case management techniques; pre-adjudication supervision procedures and sanctions; rules and statutes governing bond/bail and release from detention; formulating appropriate release plans; treatment, rehabilitation and support programs, options and community providers; sentencing guidelines; governmental court rules, policies and procedures, operations, structure, forms; NM law, civil and criminal procedure; legal terminology; substance abuse and mental health symptomology, counseling and treatment; physical and psychotropic medication; mediation techniques; investigative techniques using governmental investigative resources; drug screening methods and equipment; protocol, interpretation, and technology; and electronic monitoring equipment and technology.

## 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 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**

## START YOUR CAREER

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

History of Job Description: Dev: 09/01/09, Audited: 04/24/15, Rev: 11/01/19, 08/04/21 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.