NEW MEXICO JUDICIAL BRANCH

PRETRIAL SERVICES OFFICER LEADWORKER
(Classified)

TARGET SALARY: $59,109-$118,221 annually, or $28.418-$56.837 hourly depending upon experience (pay range JJ)
LOCATION: Varies, statewide locations
FLSA STATUS: Non-Exempt
JOB CODE: 8755JB
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, conduct thorough criminal background investigations on persons arrested and charged with criminal offenses prior to adjudication;

EXAMPLES OF JOB DUTIES

- **The Pretrial Services Officer Leadworker** is responsible to lead, mentor, and train staff in conducting thorough pre-release and pre-adjudication background investigations.
- Formulates appropriate release, supervision and case management plans for defendants.
- Supervises the defendant's compliance with court-ordered programs and conditions of release.
- Tracks daily attendance and approves leave requests and time sheets.
- Determines release eligibility and formulates appropriate release plans.
- Oversees supervision contracts and supervision protocol based on program policies.
- Verifies defendant's needs and develops multifaceted treatment support or referrals.
- Provides case management services based on the defendant's need and court-ordered conditions of release.
- Maintains and administers alcohol and drug screening protocols, equipment, and supplies.
- Collaborates with treatment providers and monitors defendant compliance reports.
- Documents and notifies the court of the defendant's compliance to recommend appropriate actions.
- Participates and provides input during court proceedings and other court-based meetings.
- Provides treatment information options to judges, treatment providers, and community members.
- Performs scheduled and spontaneous site visits to participant's home, school, work, or other locations to monitor program compliance.
- May be assigned supervision of court staff, under the mentorship of a supervisor or manager.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The applicant should demonstrate their knowledge of court-ordered programs; case management techniques; pre-adjudication supervision procedures and sanctions; rules and statues governing bond/bail and release from detention; formulating release plans; treatment, rehabilitation and support programs; sentencing guidelines, procedures, court rules, substance abuse and mental health symptomology, counseling and treatment; psychotropic medication; mediation techniques; investigative techniques utilizing investigative resource and interviewing procedures; sentencing guidelines, available treatment options and community providers; NM law, civil and criminal procedure; physical and psychotropic medication; mediation techniques; drug screening methods and equipment, interpretation; NCIC procedures; HIPPA; knowledge of employment law and NM Judicial Branch Personnel Rules.

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: Four (4) years experience in criminal justice, social services, probation, corrections or 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: Rev: 09/01/09, Audited: 09/05/19, 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.