NEW MEXICO JUDICIAL BRANCH

SURVEILLANCE OFFICER LEADWORKER
(Classified)

TARGET SALARY: $41, 128-$82,256 annually, or $19.773-$39.546 hourly depending upon experience (pay range GG)
LOCATION: Varies, statewide locations
FLSA STATUS: Non-Exempt
JOB CODE: 9065JB
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, lead, mentor and train others in the monitoring and tracking of a participant's compliance in court-ordered programs.

EXAMPLES OF JOB DUTIES

- **The Surveillance Officer Leadworker** is responsible for providing direction and assistance to surveillance staff as assigned.
- Tracks and monitors participants compliance in court-ordered programs.
- Leads, mentors, oversees, and trains staff in judicial procedures, day-to-day court/office functions, and case and document processing.
- May participate in interview panels and provide appropriate recruitment support.
- Performs scheduled and non-scheduled site visits to participant's home, school, work or other locations to monitor program compliance.
- Tracks and administers breath or urine drug tests as necessary.
- Documents all interactions with program participants in case management systems.
- Supervises participants in work details, physical training, or special projects as part of community service program requirements and tracks and records community service participation.
- Documents all interactions with program participants in the case management system.
- Maintains accurate case files and records.
- Prepares precisely written reports detailing participant program compliance.
- Attends court proceedings as appropriate.
- Maintains drug testing equipment and supplies.
- Assists in the training of employees.
- May participate in community education and outreach related to court programs.
- May be assigned supervisory duties under the mentorship of a supervisor or manager.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of team building, training concepts, the

probation process, New Mexico law, civil and criminal procedure; legal terminology; substance abuse and drug testing methods, protocol and equipment; police reporting and procedures as they relate to the judiciary probation process. Recognizing vital case facts that require documentation in the case file or may need further action. Demonstrated ability to recognize and appropriately respond to safety and security issues using conflict resolution or verbal de-escalation techniques, work effectively with hostile individuals or individuals under the influence of drugs or alcohol; provide equal and impartial services regardless of a protected status.

MINIMUM QUALIFICATIONS

Education: High school diploma or GED.

Education Substitution: None.

Experience: Four (4) years of experience as a surveillance officer, in social services, probation, as a corrections officer, or work in a related field.

Experience Substitution: Additional post-secondary education in a related field may substitute for up to two (2) years of experience. Thirty (30) semester hours equals one (1) year of experience.

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: 12/07/07, Audited: 09/14/12, Rev: 11/01/19, 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.