NEW MEXICO JUDICIAL BRANCH

PRETRIAL SERVICES 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: 8750JB
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, supervise staff in providing services to defendants ordered into pre-trial services program(s) by the court.

EXAMPLES OF JOB DUTIES

- **The Pretrial Services Supervisor** is responsible to lead, mentor, train, overseeing, and evaluating staff's recommendations for a defendant's release and detention decisions provided to the court.
- Provides direct supervision of two (2) or more pretrial services staff.
- Develops employee performance plans, evaluations, and applicable disciplinary actions.
- Communicates changes in court programs, processes, rules, and systems.
- Directs and oversees thorough pre-release and pre-adjudication background investigations on defendants.
- Determines release eligibility based on statutes, court appearance, and criminal history.
- Establishes defendant's needs and develops multifaceted treatment support or referrals.
- Provides appropriate case management services based on the defendant's need and court-ordered conditions of release.
- Maintains alcohol and drug screening protocols, equipment, and supplies.
- Collaborates with treatment providers and monitors defendant compliance reports.
- Prepares written and oral reports detailing the defendant's program compliance with court-ordered conditions of release and program mandates.
- Serves as the Terminal Agency Coordinator (TAC) and ensures compliance with security requirements.
- Conducts training, community outreach, and educational programs related to the court.
- Performs scheduled and spontaneous site visits to participant's home, school, work, or other locations to monitor program compliance.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The applicant should have knowledge of state and constitutional rights governing release and

bond/bail eligibility; recidivism; criminal behavior patterns; investigative techniques utilizing governmental resources; formulating release plans; treatment, rehabilitation sentencing guidelines, treatment options and community providers; NM and governmental laws and procedures; case management; legal terminology; substance abuse, mental health symptomology, counseling and treatment; physical and psychotropic medication; drug screening methods and equipment, protocol; NCIC procedures; 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 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) years 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 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: 03/09/98, 09/01/09, Audited: 04/24/15, Rev: 11/01/19, Rev: 01/15/21 (added supervisory substitution), 08/04/21 Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23, Rev: 03/15/24 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.