

# NEW MEXICO JUDICIAL BRANCH

## COURT PROBATION OFFICER LEADWORKER

(Classified)

**TARGET SALARY:** \$54,633-\$109,269 annually, or \$26.266-\$52.533 depending upon experience (pay range JJ)  
**LOCATION:** Varies, statewide locations  
**FLSA STATUS:** Non-Exempt  
**JOB CODE:** 8715JB  
**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; monitor the defendant's or offender's participation in complex/multi-layered court-mandated programs and compliance with his/her court order.

### **EXAMPLES OF JOB DUTIES**

- **The Court Probation Officer Leadworker** is responsible for leading, mentoring, overseeing, and training staff in background investigation procedures/functions, and documentation processes.
- Provides direction and assistance to staff and communicates changes in processes, rules and systems.
- Conducts thorough investigations on defendants/offenders and schedules progress meetings at court appointed locations.
- Determines defendants/offender's needs and establishes appropriate treatment support or referrals.
- Monitors defendants/offenders compliance at court hearings and with community service program requirements.
- Reports, documents and notifies the court of defendants/offenders compliance, non-compliance, or program violations and recommends appropriate action.
- Maintains current case files and documents all interactions with program defendants/offenders and treatment providers in the case management system.
- Attends court proceedings and provides input during court proceedings, meetings with court staff, and other treatment providers.
- Performs scheduled and unannounced site visits (home, work, school or other location) to monitor program compliance.
- Tracks and administers drug and alcohol screens as necessary and maintains alcohol and drug screening protocols, equipment, and supplies.
- Participates in and attends conferences, training and community outreach, and education related to court programs.
- May be assigned supervisory duties, under the mentorship of a supervisor or manager.
- Other duties as assigned. practical

## **COMPETENCIES/QUALIFICATIONS**

The successful applicant should demonstrate knowledge of Court-ordered rehabilitation or support programs, sentencing guidelines, treatment options, community services; NM law, civil and criminal procedures; local court rules and procedures; case management; legal terminology; safety, security and confidentiality practices; substance abuse and mental health counseling and treatment; mediation techniques and conflict resolution; investigative techniques; drug screening methods; electronic monitoring equipment and technology; HIPPA; Supervisory techniques; mediating and managing conflict; employment law and NM Judicial Branch Personnel Rules.

## **MINIMUM QUALIFICATIONS**

**Education:** Bachelor's Degree from an accredited college or university in Criminal Justice, Social Sciences, or a related field.

**Education Substitution:** Four (4) years of directly related or relevant experience may substitute on a year for year basis.

**Experience:** Four (4) years of experience in criminal justice, social services, or related field.

**Experience Substitution:** None.

**Other:** May be required to 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 time off, up to eight (8) weeks
- Paid time off and retirement buyback
- 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, Rev: 04/24/15, 01/30/20, Benefits updated: 02/26/21, Audit: 12/31/22,  
Rev Pay Ranges: 07/08/23

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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](http://nmcourts.gov).