

# NEW MEXICO JUDICIAL BRANCH

## CHIEF COURT PROBATION OFFICER

(Classified)

**TARGET SALARY:** \$72,359-\$144,718 annually, or \$34.788-\$69.576 hourly depending upon experience (pay range LL)

**LOCATION:** Varies, statewide locations

**FLSA STATUS:** Exempt

**JOB CODE:** 8700JB

**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 administrative direction manage the operations of a court probation division in a large court, program development and implementation including specialty court programs.

### EXAMPLES OF JOB DUTIES

- **The Chief Court Probation Officer** is responsible for directing the work and supervising probation services provided through subordinate supervisors.
- Sets division expectations and performance standards, trains, supervises, mentors, coaches, and evaluates staff.
- Advises, guides, and counsels supervisors through complaints and application of the progressive disciplinary processes and procedures.
- Develops, drafts, revises, and implements policies and procedures in conjunction with other public agencies.
- Evaluates, recommends, develops, and directs the implementation of new programs, services, and operations to ensure programs are operating within established procedures.
- Works with judges and court administration to plan both short-term and long-term goals and objectives for programs.
- Performs budget and fiscal analysis.
- Administers contracts, memorandums of understanding and requests for proposals or grant writing.
- Prepares and delivers presentations to the public and other states, local and national governmental agencies.
- Represents the court on internal, governmental, and community committees and task forces and make presentations to volunteer programs, civic groups, and educational institutions.
- Serves as a court liaison to the detention center, law enforcement agencies, bonding companies, county and city officials, private sector entities and the public.
- Directs and reviews investigations and detailed reports on defendants/offenders, researches and develops assessment tools to aid in the development of personalized defendant/offender protocols.

- Researches and develops monitoring technology protocol.
- Directs, oversees and participates in scheduled and spontaneous site visits.
- Oversees participant program compliance and documentation in the case management system.
- Develops court-approved probation sanctions for violations and attends court proceedings as necessary.
- Other duties as assigned

### **COMPETENCIES/QUALIFICATIONS**

The successful applicant should demonstrate knowledge of management techniques and practices for managing multiple and diverse projects including: setting goals; establishing timelines; identifying resources and evaluating work products; New Mexico law, civil and criminal; probation processes, sentencing guidelines and treatment programs; case flow management; judicial organizational structure and jurisdictions; personnel management practices, principles and techniques; employment law (i.e., Americans with Disabilities Act, Family Medical Leave Act, Equal Employment Opportunity Act, Fair Labor Standards Act, Occupational Safety and Health Administration, Health Insurance Portability and Accountability Act, Workers' Compensation); drug testing methods; electronic monitoring technology applications; substance abuse and mental health counseling and treatment protocols; mediation techniques and conflict resolution; budgeting and fiscal analysis; contracts, Memorandum Of Understanding (MOUs) and Requests For Proposals (RFPs); and grant writing and administration procedures.

### **MINIMUM QUALIFICATIONS**

**Education:** Bachelor's degree from an accredited college or university in Criminal Justice, Public Administration, Business Administration, Social Sciences, or a directly related field.

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

**Experience:** Seven (7) years of experience in social services, probation, criminal justice, or related field of which three (3) years must have been as a supervisor.

**Experience Substitution:** Relevant graduate level education may substitute for up to two (2) years of experience at a rate of thirty (30) semester hours equals one (1) year of experience. Education may not substitute for supervisory experience.

**Supervisory 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: (Chief Probation Officer) Dev: 06/25/07 (Chief Court Probation Officer), Rev: 09/01/09, 04/24/15, 02/11/20, Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Ranges: 07/08/23  
Rev Pay Range: 07/06/24

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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).