

NEW MEXICO JUDICIAL BRANCH

PRETRIAL PROGRAM MANAGER

(Classified)

TARGET SALARY: \$63,321-\$126,643 annually, or \$30.443-\$60.886 hourly depending upon experience (pay range KK)

LOCATION: Varies, statewide locations

FLSA STATUS: Exempt

JOB CODE: 8745JB

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

The Pretrial Program Manager will report directly to the Court Executive Officer and AOC Pretrial Statewide Program Manager, to plan, organize, and manage the implementation of pretrial program enhancements, and/or pilot projects based on legal and evidence-based pretrial justice practices. This position will not only assist in leading pretrial practice implementation but will also be responsible for overseeing the pretrial programs and staff within the judicial district.

EXAMPLES OF JOB DUTIES

- **The Pretrial Program Manager** is responsible for planning, organizing, developing, and managing a sustainable pretrial program.
- Plans, organizes, and manages the implementation of pretrial program enhancements, and/or pilot projects based on legal and evidence-based pretrial justice practices.
- Leads, or assists in leading, pretrial practice implementation, including the management and coordination of the daily operations of the program.
- Oversees the pretrial programs and staff within the judicial district and ensures the program is operating within pretrial standards and program guidelines.
- Assesses, reviews, and analyzes national trends in pretrial justice reform, and essential elements of a high functioning pretrial justice system and programs.
- Implements practices centered on pretrial release, which includes research and data collection related to risk-based assessment, Public Safety Assessment, risk-based pretrial supervision, and interventions.
- Establishes and prepares standard data reporting and pretrial performance outcomes.
- Researches and analyzes related state and federal laws, rules, and standards for both pretrial and post-conviction populations.
- Ensures satisfactory progress and completion of AOC pretrial projects.
- Facilitates and coordinates training events.
- Integrates information systems between groups and users including judges, court administration, and other stakeholders.
- Maintains inter-agency cooperation, communication, supports, and develops working relationships with associated parties, stakeholders, and community coalitions.

- Schedules, plans, organizes and facilitates team meetings pertaining to participant/client progress, policies, and issues in a timely fashion.
- Develops and prepares budgets, budget expenditures, and grant-funded project programs.
- Completes required grant funds evaluation reporting and requests from city, county, local, state, federal agencies, non-profits, and private businesses.
- Drafts Requests for Proposals, Invitations to Bid, and issues and evaluates resulted proposals in compliance with state procurement code.
- Ensures record keeping is accurate and up to date while maintaining HIPAA compliance.
- Monitors and evaluates contracts and contractors' performance with respect to compliance and professional scope of work.
- Audits and approves invoices ensuring all applicable procedures are followed.
- Supervises, monitors, directs, and evaluates advisors, volunteers, mediators, board members, and professional representatives of the court program.
- Speaks to legislators and attends or leads legislative hearings and processes (interim and session).
- May supervise subordinate judicial branch program staff.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate their knowledge of pretrial program planning, implementation, management and evaluation; pretrial practice implementation; national trends in pretrial justice reform; essential elements of a high functioning pretrial justice system; risk bases assessment, knowledge of the Public Safety Assessment, risk-based pretrial supervision, interventions, standard data reporting and pretrial performance outcomes; budget management; grant procedures and writing; program reporting; state procurement rules; governmental and civic legislative processes; court's organization; New Mexico Civil Court System; criminal and juvenile justice; rules and standards for both pretrial and post-conviction populations; specialty courts; criminal statutes, rules, procedures; court procedures; New Mexico Criminal Justice Information System; basic contract law; HIPAA requirements; drug test procedures; surveillance systems media relations; crisis and critical incident management; computerized data collection, compilation and entry techniques.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university in Criminal Justice, Public or Business Administration, 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: Seven (7) years of experience in criminal justice, social services, probation, corrections, or related field of which two (2) 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 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 two (2) 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.

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, employeeassistance 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

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History of Job Description: Dev: 09/23/20, 08/04/2021 Benefits updated: 2/26/2021; Rvd: 06/20/22, Audit: 12/31/22, Rev Pay Range: 07/08/23 Rev Pay Range: 07/06/24

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.