



## JUVENILE PROBATION PAROLE OFFICER

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### General Summary

Juvenile Probation Parole Officers are responsible for the supervision and performance monitoring of adjudicated misdemeanor and felony offenders in the community on behalf of the Courts and the Supervised Release Panel.

### Juvenile Probation Parole Officer I

Jobcode: G10941

Pay Band: 65

FLSA Status: Non-exempt

### *Distinguishing Characteristics*

This is the full performance level where incumbents perform a variety of professional probation and supervised release duties involving the supervision of probationers and supervised release clients. The JPPO I works non-traditional hours and weekends in order to supervise clients on probation and supervised release in the community. The JPPO I works closely with JPPO II Officers and report back to them any issues or concerns.

### *Minimum Qualifications*

*Associate's degree from an accredited college or university in sociology, psychology, criminal justice, and/or business administration or closely related field. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling two (2) years may substitute for the required education.*

### *Essential Duties and Responsibilities\**

- Manages caseloads, monitors compliance with court orders, with conditions of probation, Supervised Release and conditions of court orders.
- Provides referral to community resources and treatment.
- Conducts face-to-face contacts with the clients, in the client's environment and in an office setting; ensure safety of clients and verification that clients are abiding by terms of their probation.
- Reports compliance and non-compliance to the JPPO II Officers, Courts and Supervised Release Board.
- Testifies as an expert witness in various legal proceedings.
- Participates in joint multi-jurisdictional law enforcement operations related to offenders (absconders/fugitives) under Department jurisdiction.
- Document case activity; attend and participate in case staffing's and other applicable team meetings.
- Maintain communication with JPPO II Officers, JPPO Supervisors and Chiefs in order to provide detailed and accurate information related to the clients progress, safety, concerns and supervision issues.

### Juvenile Probation Parole Officer II

Jobcode: G10942

Pay Band: 70

FLSA Status: Non-exempt

### *Distinguishing Characteristics*

The Juvenile Probation Parole Officer II differs from the Probation Parole Officer I as they serve as a subject matter expert in a specific area of evidence-based practice such as motivational interviewing, assessment or transition planning. They may have achieved specialized training or expertise in an area of value to the agency. The JPPO II supervises and monitors clients on probation and supervised release. JPPO II Officers seek out alternatives to detention (JDAI) for client's and refer clients to appropriate community based resources.

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JPPO II Officers work closely with not only the client but the families to ensure successful compliance of probation and supervised release agreements.

### *Minimum Qualifications*

Bachelor's degree from an accredited college or university in sociology, psychology, corrections, guidance and counseling, social work, police science, criminal justice, juvenile justice, education or public administration and two (2) years of experience as a Juvenile Probation Parole Officer. Any combination of education from an accredited college or university in a related field or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

### *Essential Duties and Responsibilities\**

- Presents the considerations for early discharges from supervision and probation.
- Screen, assess and staff to make appropriate recommendations on all referrals and complaints on detained clients.
- Reports compliance and non-compliance to the Courts and Supervised Release Panel.
- Manages caseloads, monitoring compliance with court orders, with conditions of probation and conditions of court orders, as well as transportation of clients as approved.
- Supervises and monitors adjudicated clients.
- Attend court hearings, meetings, staffing meetings and case reviews.
- Develops specialized supervision and treatment plans for clients with special needs.
- Investigates, compiles and evaluates information in the development of pre-disposition reports on behalf of the courts.
- Completes Structured Decision Making and Plans of Care to determine level of supervision.
- Initiates, participates, collaborates and maintains contact with department, other agencies, the courts, community and school through committees, task forces, programs, staffing meetings and other groups in providing quality service to clients.
- Provides training and guidance to others in completing various routine assignments.

### Juvenile Probation Parole Officer Supervisor

Jobcode: G1094S

Pay Band: 75

FLSA Status: Exempt

### *Distinguishing Characteristics*

The Juvenile Probation Parole Officer Supervisor devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees\*\* and responding to worker and client needs in a timely fashion in adherence with policy and procedures.

### *Minimum Qualifications*

Bachelor's degree from an accredited college or university in sociology, psychology, corrections, guidance and counseling, social work, police science, criminal justice, juvenile justice, education, or public administration and two (2) years of experience as a Probation Parole Officer. Any combination of education from an accredited college or university in a related field or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

### *Essential Duties and Responsibilities\**

- Monitor, oversee and assist staff with their caseload management.
- Provides direct cognitive programming to an offender population.
- Represents the agency at meetings or special task force initiatives as needed.

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- Provides intervention strategies to Probation and Parole as an alternative to court petitioning and action.
- Develop and collaborate with programs that address offenders and their families.
- Perform case reviews; review all commitment recommendations, identify alternatives when appropriate.
- Provides referral to community resources and treatment.
- Provides training and guidance to others in completing various routine assignments; provides on the job training.
- Prepares and reviews early discharge from supervision, probation violations and supervised release documents.
- Reports and reviews compliance and non-compliance to the Courts and Supervised Release Panel.
- Testifies as an expert witness in various legal proceedings.
- Participates in joint multi-jurisdictional law enforcement operations related to offenders.

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### Bargaining Unit:

- Juvenile Probation Parole Officer I and II: Represented
- Supervisor: Not Represented

Statutory Requirements: Assignment as a Juvenile Probation Parole Officer in Juvenile Justice Division must be in accordance to 32A-2-2 NMSA Annotated 1978, Juvenile Probation and Parole Services.

Conditions of Employment: The following conditions are applicable:

- Incumbents must have a home telephone and must be willing to give this phone number to the Director of Field Services.
- Incumbents must possess and maintain a valid driver's license at all times.
- Incumbents must be willing to be frequently on-call 24 hours a day. Work is in an office setting, client's homes and institutions.
- Incumbents must be willing to travel, and be willing to work shifts, holidays, weekends and call back for emergencies.
- Incumbents must be willing to work with offenders that have high-risk behaviors and require intervention or services.
- Incumbents must be willing to work with potential risk from offenders who are possibly under the influence of drugs or alcohol or otherwise distressed.

Working Conditions: Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Established: 06/01/2007 Revised: 04/28/2014; 9/22/2015 (JPPO 1 -Min Quals)

*\*Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website ([www.spo.state.nm.us](http://www.spo.state.nm.us)) to ensure this represents the most current copy of the position.*

*\*\*Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*