



**BERNALILLO COUNTY METROPOLITAN COURT
JOB RECRUITMENT ANNOUNCEMENT**

Human Resources Division
401 Lomas NW
Albuquerque, NM 87102

Telephone: (505) 841-9819

Fax No.: (505) 222-4823

Email: metrjobs-grp@nmcourts.gov

APPLY NOW: <https://app.metrocourt.state.nm.us/jobpostingsexternal>

METROPOLITAN COURT PROBATION OFFICER II
Healing to Wellness Court

Opening Date: September 18, 2023
Closing Date: September 29, 2023
Pay Range: \$23,092 - \$28,865/Hourly
Target Pay Rate: \$26,556 Hourly

Position Number: 53511
Position Status: Full-time, Perm
Probation/Specialty Division or as assigned

Essential Tasks: Under direction, prepare pre-sentencing reports, appear in court to present recommendations on treatment and sentencing, supervise defendants on probation and manage cases. Investigate defendants' educational, family, criminal and social background, and/or previous treatment compliance. Assess and determine the risks and needs of defendants for treatment and/or acceptance into programs. Review police and court reports. Analyze, verify, justify and report treatment and sentencing recommendations to the court. Develop, interpret and implement supervision plan for defendant. Monitor defendants' compliance with sentencing and conditions of probation by establishing interaction and regularly scheduled meetings. Perform crisis management and conflict resolution with defendant and family when necessary. Schedule hearings and notify parties involved. Appear in court to elaborate, defend or respond to information in pre-sentencing report. Inform and subpoena witnesses. Confer with state and defense attorneys and provide advice and recommendations. Continually report status of defendant to the court. Maintain current roster of defendants. Secure, manage, update and govern individual case files by assuring that files contain necessary copies of essential and relevant documents. Respond to inquiries on defendants. Provide information and referrals to former clients. Aid other law enforcement agencies or probation officers with investigations and supervision of other defendants. May assign and approve work of others, train employees and/or provide informal feedback on performance in the absence of the Chief Probation Officer. Be able to get along with others and to work under stress. The employee is expected to be punctual and to adhere to assigned work schedule. May perform other duties as assigned to meet the Court's operational needs. A more comprehensive job description may be viewed at <https://metro.nmcourts.gov> or may be obtained in the Human Resources office of the Metropolitan Court.

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. (Degree preferred) Experience: Three (3) years' 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. **A post-offer background history and fingerprint check is required.**

Working Conditions: 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.

*Applicants should complete a **New Mexico Judicial Branch Application for Employment (Revised 05/10)** or **Resume Supplemental Form (Revised 5/10)** and submit with an **original signature and date** to the Human Resource Division before **5 p.m. on the closing date**. Mailed applications must be received by 5 p.m. on the closing date. *If you would like to receive a text message when job opportunities become available, please visit the following website:* <https://app.metrocourt.state.nm.us/jobpostingsexternal>.*

The Bernalillo County Metropolitan Court is an Equal Opportunity Employer and applicants selected for an interview must notify the Human Resource Division at (505-841-9819) of the need for an accommodation.