



Administrative Office of the Courts

Business Unit: 21800

Pretrial Services Supervisor #10116355-21800, Full-Time, Term, in Albuquerque, NM

of Positions: 1

Opening Date: 09-11-2023 - Close Date: 09-25-2023

Target Pay Range/Rate: \$31.730 - \$34.300 per hour OR \$ 65,998 - \$ 71,344 annual salary

The Administrative Office of the Courts (AOC) is recruiting for a full-time, term, Pretrial Services Supervisor #10116355-21800 for the Pretrial Services Division in Albuquerque, New Mexico. GENERAL STATEMENT OF DUTIES: Acting under the general direction of the AOC Statewide Background Investigations Program Manager, this position will supervise the night shift Background Investigations & Public Safety Assessment Unit. The chosen candidate should have knowledge of court procedures, background investigations and the public safety assessment. Additionally, the chosen candidate will lead, mentor and train staff. A shift differential of \$2 per hour is paid for all hours worked between 6 p.m. and 7 a.m. Finalist(s) may be subject to criminal background checks.

EXAMPLES OF JOB DUTIES

- The Pretrial Services Supervisor is responsible to lead, mentor, train, overseeing, and evaluating staff's recommendations for a defendant's release and detention decisions provided to the court.
- Provides direct supervision of two (2) or more pretrial services staff.
- Develops employee performance plans, evaluations, and applicable disciplinary actions.
- Communicates changes in court programs, processes, rules, and systems.
- Directs and oversees thorough pre-release and pre-adjudication background investigations on defendants.
- Determines release eligibility based on statutes, court appearance, and criminal history.
- Establishes defendant's needs and develops multifaceted treatment support or referrals.
- Provides appropriate case management services based on the defendant's need and court-ordered conditions of release.
- Maintains alcohol and drug screening protocols, equipment, and supplies.
- Collaborates with treatment providers and monitors defendant compliance reports.
- Prepares written and oral reports detailing the defendant's program compliance with court-ordered conditions of release and program mandates.
- Serves as the Terminal Agency Coordinator (TAC) and ensures compliance with security requirements.
- Conducts training, community outreach, and educational programs related to the court.
- Performs scheduled and spontaneous site visits to participant's home, school, work, or other locations to monitor program compliance.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The applicant should have knowledge of state and constitutional rights governing release and bond/bail eligibility; recidivism; criminal behavior patterns; investigative techniques utilizing governmental resources; formulating release plans; treatment, rehabilitation sentencing guidelines, treatment options and community providers; NM and governmental laws and procedures; case management; legal terminology; substance abuse, mental health symptomology, counseling and

treatment; physical and psychotropic medication; drug screening methods and equipment, protocol; NCIC procedures; HIPPA; NM Judicial Branch Personnel Rules.

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*
- *These benefits vary by job classification or need*

QUALIFICATIONS

- Education: Bachelor's Degree in criminal justice, social sciences, counseling or a related field from an accredited college or university.
- Education Substitution: Four (4) years of directly related or relevant experience may substitute on a year for year basis.
- Experience: Five (5) years of experience in criminal justice, social services, probation, corrections or related field of which one (1) year must have been as a supervisor.
- Experience Substitution: Relevant graduate level education may substitute for up to two (2) years 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.
- Other: Must obtain and maintain NCIC certification within six (6) months of hire.

TO APPLY: Submit a New Mexico Judicial Branch Application for Employment, or a Resume and a Resume Supplemental form, and proof of education to:

Application forms:

[Microsoft Word Format](#)

[Adobe PDF Format](#)

Resume Supplemental Forms:

[Microsoft Word Format](#)

[Adobe PDF Format](#)

Administrative Office of the Courts
Attn: AOC Human Resources Division
202 E. Marcy Street
Santa Fe, New Mexico 87501
Fax: 505-479-2641
Email: jobs@nmcourts.gov

PROOF OF EDUCATION IS REQUIRED.

Applications can be emailed, faxed, or mailed.

EQUAL OPPORTUNITY EMPLOYER