



Administrative Office of the Courts

Business Unit: 21800

Pretrial Services Officer 2 #10114758-21800, Full-Time, Term, in Albuquerque, NM

of Positions: 1

Opening Date: 03-27-2024 - Close Date: 04-10-2024

Target Pay Range/Rate: \$21.380-\$24.500 hourly OR \$44,470.40 - \$50,960 annually

The Administrative Office of the Courts (AOC) is recruiting for a full-time, term, Pretrial Services Officer 2 #10114758-21800 for the Pretrial Justice Program in Albuquerque, New Mexico. GENERAL STATEMENT OF DUTIES: Acting under general supervision, assist with criminal background investigations on persons arrested and charged with criminal offenses prior to adjudication. Finalist(s) may be subject to criminal background checks.

EXAMPLES OF JOB DUTIES

- The Pretrial Services Officer 2 is responsible for conducting thorough pre-release and pre-adjudication background investigations on defendants.
- Formulates appropriate release plans and case management plans based on statutes, rules, court appearances and criminal history.
- Supervises a defendant's compliance with court-ordered programs and conditions of release.
- Performs as a judicial designee in formulating appropriate recommendations for release eligibility, sanctions, and detention.
- Releases defendants from custody based on court-ordered release conditions.
- Documents all interactions and update case management assessment.
- Oversees supervision contracts and supervision protocol based on program policies.
- Verifies defendant's needs and develops multifaceted treatment support or referrals.
- Determines eligibility for specialty court programs.
- Provides case management services based on the defendant's need and court-ordered conditions of release.
- Maintains and administers alcohol and drug screening protocols and equipment.
- Collaborates with treatment providers and monitors defendant compliance reports.
- Documents and notify the court of defendant's compliance to recommend appropriate action.
- Participates and provides input during court proceedings and other agency meetings.
- Provides treatment information options to judges, treatment providers, and community members.
- Monitors defendant's compliance utilizing electronic monitoring technology.
- 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 successful applicant must demonstrate their knowledge of court ordered programs; case management techniques; pre-adjudication supervision procedures and sanctions; rules and statutes governing bond/bail and release from detention; formulating appropriate release plans; treatment, rehabilitation and support programs, options and community providers; sentencing guidelines; governmental court rules, policies and procedures, operations, structure, forms; NM law, civil and criminal procedure; legal terminology; substance abuse and mental health symptomology, counseling and treatment; physical and psychotropic medication; mediation techniques; investigative techniques using governmental investigative resources; drug screening methods and equipment; protocol, interpretation, and technology; and electronic monitoring equipment and technology.

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 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: Three (3) years experience in criminal justice, social services, probation, corrections or related field.
- Experience Substitution: None.
- Other: Must obtain and maintain National Crime Information Center (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