



**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**

**SURVEILLANCE OFFICER LEADWORKER
Probation Supervision Division**

**Opening Date: June 6, 2022
Closing Date: Open until filled
Pay Range: \$16.922 – \$21.153/Hourly
Target Pay: \$19.038 Hourly**

**Position Number: 10110886
Position Status: Full-time, Term
Probation/Supervision or as assigned**

Essential Tasks: Currently, this position is funded through September 30, 2022. Position assigned to the Standard Probation Unit. Monitoring Program Compliance - Perform both scheduled and spontaneous site visits to participant's home, school, work or other locations to monitor program compliance; monitor ignition interlock compliance; track and administer breath or urine drug tests as necessary; and supervise participants in work details, physical training or special projects as part of community service program requirements. Administrative - Document all interaction with program participants in case management system; maintain current case files; prepare precise written reports detailing participant program compliance; attend court proceedings as appropriate; participate and provide input during meetings with court staff and other programs; track and record community service participation; and maintain drug testing equipment and supplies. May participate and attend conferences and training; assist in training new employees; participate in community education and outreach related to court programs. May perform other duties as assigned in order to meet the operational needs of the Court. A more comprehensive job description is available at <http://metro.nmcourts.gov> or may be obtained in the Human Resources office of the Metropolitan Court.

Qualifications: Education: High school diploma or GED. There is no substitution for education. Experience: Four (4) years of experience as a surveillance officer, in social services, probation, as a corrections officer, or work in a related field. Experience Substitution: Additional post-secondary education in a related field may substitute for up to two (2) years' experience. Thirty (30) semester hours equals one (1) year of experience. **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, and judges and justices.

*Applicants interested in applying should complete a **New Mexico Judicial Branch Application for Employment** (Revised 05/10) or a **Resume Supplemental Form** (Revised 05/10) and submit with a **signature and date** to the Human Resources Division prior to **5 p.m. on the closing date**. Mailed applications must be received by 5 p.m. on the closing date.*

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.