



BERNALILLO COUNTY METROPOLITAN COURT
JOB RECRUITMENT ANNOUNCEMENT

Human Resources Division
401 Lomas NW
Albuquerque, NM 87102

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PRETRIAL SERVICES SUPERVISOR
Background Investigations Division

Opening Date: August 29, 2022
Closing Date: Open until Filled
Pay Range: \$27.367 - \$34.209 Hourly

Position Number: 54385
Position Status: Full-time, Term
Background Investigations Division or as assigned

A shift differential of \$3.00 per hour is paid for hours worked between 6 p.m. and 7 a.m. This is an essential position and may be required to work when the Court is closed. Employee in this position is required to work rotating shifts, evenings, nights, weekends, and holidays. Work is performed at the Courthouse or at the Metropolitan Detention Center. The entire Metropolitan Detention Center property is a smoke free environment. Employees are not allowed tobacco products in their vehicles. Dress codes apply both at the Court and at the Metropolitan Detention Center.

Essential Tasks: *Currently this position is funded through June 30, 2023.* Advanced knowledge of state statutes, rules and constitutional rights governing release and detention. Obtain criminal complaints of those defendants booked into the detention center on open charges and determine their eligibility for release on own recognizance or determine if a violation of conditions of release has occurred. Advanced skill in assessing a defendant's flight risk; identifying patterns in criminal and substance abuse activity. Interview defendants via video and obtain a reference who can verify community tie information. Monitor all released defendants for court appearance compliance. Maintain and track all out-of-county and out-of-state warrants booked by division. Obtain daily custody lists and ensure a full criminal history has been compiled on those defendants set for court. Knowledge and ability to run risk assessments. Assign and or complete a full criminal history summary on defendants booked and or set for a hearing. Ensure cases are set within the 48 hour time period or ensure probable cause has been determined. Ability to answer questions asked by clerks, Intake Officers, Investigators, MDC staff, TCAA, Judges, and other criminal justice agencies. Monthly on call rotation may be required. Maintain monthly statistics utilized for funding sources and annual reports. May act as a TAC (Terminal Agency Coordinator for NCIC) for the division. Schedule, train, evaluate and discipline subordinate staff; attend monthly judges' meetings to address progress, concerns and feedback. May perform other duties as assigned in order to meet the operational needs of the Court. A more comprehensive job description is available at <https://metro.nmcourts.gov/> or may be obtained in the Human Resources office of the Metropolitan Court.

Qualifications: Education: Bachelor's Degree in criminal justice, social sciences, counseling or a related field from an accredited college or university. Education Substitution: 4 years of directly related or relevant experience (degree preferred). 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. Other: Must obtain and maintain NCIC certification within six (6) months of hire. **A post-offer background history and fingerprint check is required. The New Mexico Judicial Branch is requiring full vaccination status as a condition of employment to being hired into the judiciary. Fully vaccinated means two weeks beyond the second Moderna or Pfizer vaccination or single dose of the Johnson and Johnson vaccination, and if eligible, must have received the COVID-19 Booster.**

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 09/02) and submit with an original 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.