



**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**

**METROPOLITAN COURT CASE MANAGER
Probation Specialty Courts Division**

**Opening Date: August 22, 2022
Closing Date: Open Until Filled
Pay Range: \$21.382- 26.727/Hourly
Target Pay Rate: \$23.294 Hourly**

**Position Number: 10110881
Position Status: Full-time, Term
Probation Specialty Courts Division or as assigned**

Essential Tasks: *Currently this position is funded through September 29, 2023.* Incumbent will act as the primary point of contact for the treatment courts and will work with the defendant and multidisciplinary teams to develop case plans that provide comprehensive and holistic services that incorporate strengths based and recovery-oriented approaches emphasizing flexibility, choice, and consumer driven goals. Responsible for coordination of treatment and ancillary services outlined in the treatment plans. Investigate defendants' educational, family, criminal, employment and social background. Develop, interpret and implement supervision plans for defendants. Network with agencies in the community to establish working relationships in order to assist program participants with resources available to them. Provide advice and recommendations to multi-disciplinary teams. Keep the Court apprised of defendants' status. Maintain, secure, manage, and update essential and relevant documents in case files. Compile monthly statistical files. Have the ability to get along with others and to work under stress. May perform other duties as assigned to meet the operational needs of the Court. A more comprehensive copy of the 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 from an accredited college or university in Criminal Justice, Public or Business Administration, Social Work 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). Three (3) years' experience in case management. 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. 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 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.