



## BERNALILLO COUNTY METROPOLITAN COURT JOB RECRUITMENT ANNOUNCEMENT

Human Resource Division  
401 Lomas Blvd NW  
Albuquerque, New Mexico 87102

Telephone: (505) 841-9819  
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Email: [metrjobs-grp@nmcourts.gov](mailto:metrjobs-grp@nmcourts.gov)

### **METROPOLITAN COURT PROBATION OFFICER I** Probation Supervision Division

Opening Date: October 31, 2022  
Closing Date: Open until filled  
Pay Range: \$18.974 - \$23.717/Hourly  
Target Pay: \$22.920 Hourly

Position Number: 54690  
Position Status: Full-time, Regular  
Probation Supervision Division or as assigned

**Essential Tasks:** Acting under general supervision monitor the defendant's or offender's participation in court mandated programs and compliance with his/her court order. Is responsible for conducting investigations on defendants/offenders, establish needs, and develops appropriate treatment support plan. Participates in scheduled progress meetings at court appointed locations. Monitors defendants/offenders compliance at court hearings and with community service program requirements and tracks and records community service participation. Reports, documents and notifies court of defendants/offenders compliance, noncompliance or program violations and recommends appropriate action. Maintains current case files, and documents all interaction with program defendants/offenders and treatment providers in the case management system. Performs scheduled and unannounced site visits (home, work, school or other location) to monitor program compliance. Monitors program compliance utilizing electronic monitoring technology. Tracks and administers drug and alcohol screens and maintains alcohol and drug screening protocols, equipment and supplies. Participates and attends conferences, trainings, community outreach and educational programs related to court programs. Prepares written and oral reports detailing defendants/offenders program compliance and makes recommendations on future treatment support, or referrals. Provides input during court proceedings, meetings with court staff and other treatment providers. May perform other duties 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 Resource office of the Metropolitan Court.

**Qualifications:** Education: Bachelor's Degree from an accredited college or university in Criminal Justice, Social Sciences 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). Experience: One (1) year of experience in criminal justice, social services or a related field. Experience Substitution: None. Other: May be required to obtain and maintain National Crime Information Center (NCIC) certification within six (6) months of hire. **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 **Resume and Supplemental Resume** form (Revised 05/10) and submit with a **signature and date** to the Human Resource 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.**