



**BERNALILLO COUNTY METROPOLITAN COURT
JOB RECRUITMENT ANNOUNCEMENT**

**Human Resource Division
401 Lomas NW
Albuquerque, NM 87102**

**Telephone: (505) 841-9819
Fax No.: (505) 222-4823
Email: metrjobs-grp@nmcourts.gov**

**METROPOLITAN COURT PROBATION OFFICER II
Probation Supervision Division**

**Opening Date: October 31, 2022
Closing Date: Open until filled
Pay Range: \$21.382 - \$26.727/Hourly
Target Pay Rate: \$24.710 Hourly**

**Position Number: 37267
Position Status: Part-time, Regular
Probation Supervision Division or as assigned**

Essential Tasks: Under supervision investigate defendants' educational, family, criminal, employment and social background and/or previous treatment compliance. Assess and determine the risks and needs of defendants for treatment. Review police and court reports. Analyze, verify, justify and report treatment and sentencing recommendations to the court. Develop, interpret and implement supervision plan for defendant. Monitor defendants' compliance with sentencing and conditions of probation. Recommend counseling when appropriate. Schedule hearings and notify parties involved. Appear in court to present information in pre-sentencing report. Inform and subpoena witnesses. Provide advice and recommendations to attorneys. 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 in order to meet the operational needs of the Court. A more comprehensive copy of the job description is available at <http://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, 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: Three (3) years' experience in criminal justice, social services or 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. **A 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 should complete a **New Mexico Judicial Branch Application for Employment** (Revised 05/10) or **Resume Supplemental Form** (Revised 5/10) and submit with a signature prior to 5 p.m. on the closing date to the Human Resource Division before 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.