

NEW MEXICO JUDICIAL BRANCH

PRETRIAL SERVICES SUPERVISOR

(CLASSIFIED)

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

SUMMARY:

Under direction, supervise staff in providing services to defendants ordered into pre-trial services program(s) by the court; oversee and evaluate staff recommendations for defendant release and detention decisions provided to the court. Provide direct supervision of two (2) or more pretrial services staff.

QUALIFICATIONS:

Education: Bachelor's Degree in criminal justice, social sciences, counseling or a related field from an accredited college or university.

Education Substitution: None.

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 equals six (6) months. Leadworker assigned duties must have included the development of employee performance plans and appraisals, discipline and approval of time for assigned staff.

Other: Completion of a stringent post offer background investigation may be required (i.e. work history, criminal record, driving record, etc.). Must obtain and maintain National Crime Information Center (NCIC) certification within six (6) months of hire.

Knowledge: Advanced knowledge of state statutes, rules and constitutional rights governing release and bond/bail eligibility for defendants; third party releases; community safety concerns; recidivism; safety, security and confidentiality practices; criminal behavior patterns and profiles; investigative techniques utilizing national, state and local investigative resource and interviewing procedures' pre-adjudication supervision procedures and sanctions; rules and statutes governing bond/bail and release from detention; formulating appropriate release plans; treatment, rehabilitation and support programs, sentencing guidelines, available treatment options and community providers; federal, state and local court rules, and policies and procedures, operations, structure, and forms and functions; New Mexico law, civil and criminal procedure;; case management; legal terminology; substance abuse and mental health symptomology, counseling and treatment; physical and psychotropic medication; mediation techniques and conflict resolution; proper English usage, grammar and punctuation; computer software applications (i.e., word processing, spreadsheets, databases, court case management system, e-mail and Internet); general office practices and equipment (i.e., filing systems; telephone, printer, copier, fax, and scanner); drug screening methods and equipment, protocol, interpretation, and supplies; NCIC procedures and processes; Health Insurance Portability and Accountability Act (HIPPA); general office practices and equipment (i.e., filing systems; telephone, printer, copier, fax, and scanner. General knowledge of: supervisory techniques, coaching and performance evaluations; hiring, training, discipline and termination; employment law (i.e.,

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Americans with Disabilities Act, Family Medical Leave Act, Equal Employment Opportunity Act, Fair Labor Standards Act, Workers' Compensation); and New Mexico Judicial Branch Personnel Rules.

Skill & Ability: Advanced skill in assessing a defendant's flight risk; accurately verifying community ties; evaluating each defendant's need for community services; identifying patterns in criminal and substance abuse activity; formulating effective release and supervision plans; developing recommendations for graduated sanction and sentencing recommendations; addressing case management services and needs; obtaining and verifying necessary information to conduct a thorough criminal history background investigation; providing detailed reports to the court including recommendations for release, detention; sentencing; recognizing patterns of drug, alcohol and anger management issues and making appropriate recommendations for referrals to community treatment providers; assessing offenders threat level to self and others; completing a detailed defendant profile by contacting references and verifying information provided regarding employment, home, work, and school status; contacting and interviewing victims and making appropriate recommendations for release and bonds based on criminal history profiles; working independently and as part of a team, managing time and resources effectively while handling a high-volume workload in an environment subject to frequently changing priorities and high stress; communicating effectively both orally and in writing with diverse parties; report writing; maintaining confidentiality; being organized, establishing priorities and meeting deadlines; active listening; dealing with people diplomatically; maintaining accurate files and records; attention to detail; utilizing good judgment in making decisions and recommendations; knowing when to seek assistance; networking and collaborating with other managers, supervisors staff and other community and criminal justice agencies; speaking publicly and presenting information clearly and concisely; recognizing and appropriately responding to safety and security issues; maintaining patience, professional demeanor and composure while dealing with individuals under the influence of alcohol or drugs; using conflict resolution or verbal de-escalation techniques; working effectively with diverse and sometimes difficult clientele; recognizing important case facts that need to be documented in case file or may need further action; researching, comprehending, explaining, and resolving complex issues constructively; proofreading and auditing documentation; accepting and giving constructive criticism and guidance; planning and assigning work; training, motivating and mentoring others; and providing meaningful employee feedback and performance evaluations; utilizing a computer effectively in word processing, spreadsheets, case management systems and other software; and performing multiple tasks. **Ability to be** empathetic, impartial, ethical, fair and objective with all involved parties and provide services regardless of the race, national origin, gender, sexual orientation, religion, mental and physical abilities, criminal history, socioeconomic status, or any other protected status; receive and follow directions and apply relevant policies and procedures to assigned work; establish effective and cooperative working relationships in a complex and rapidly changing environment; operate program monitoring equipment; demonstrate resourcefulness; and approach problems creatively.

EXAMPLES OF WORK PERFORMED

Employee Supervision - Train, supervise, mentor, evaluate and motivate a pretrial staff of two (2) or more; develop employee performance plans and evaluations; set job expectations and performance standards; apply appropriate discipline; track daily attendance and approve leave requests and time sheets; lead, mentor, coach, oversee, and train staff in judicial procedures, day-to-day program and component functions, case and document processing; communicate changes in court programs, processes, rules and systems; plan, organize, and develop work and training programs; mentor, coach and provide feedback to staff; lead interview panels for vacant positions and make recruitment recommendations. **Defendant Assessment** – Direct and oversee thorough pre-release and pre-adjudication background investigations on defendants; determine release eligibility based on statutes, rules, court appearance and criminal history; formulate appropriate release plans; verify community ties,

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treatment history, participation and compliance; oversee the release of defendants from custody based on the court ordered conditions of release and verified information; oversee supervision contracts and supervision protocol based on program policies; determine defendants needs and develop complex/multi-layered and appropriate treatment support or referrals; oversee case management assessment; determine eligibility for specialty court programs; document all contacts regarding defendants; provide detailed reports both orally and in writing; collaborate with attorneys, law enforcement and any other criminal justice agencies. **Pretrial Supervision** - Manage graduated levels of supervision; provide appropriate case management services based on the defendant's need and court ordered conditions of release; conduct scheduled progress meetings with outside agencies; report defendants compliance at court hearings; administer drug and alcohol screens as necessary; maintain alcohol and drug screening protocols, equipment and supplies; collaborate with treatment providers and monitor defendant compliance report, document and notify court of defendants compliance, non-compliance or program violations and recommend appropriate action. **Administrative** – Oversee current case files; document all interaction with defendants and treatment providers; prepare precise, factual written and oral reports detailing defendants program compliance with court ordered conditions of release and program mandates; participate and provide input during court proceedings as required, participate in meetings with court staff and other treatment providers; track and record community service participation; compile and report statistical data; provide treatment information options to judges, treatment providers and community members; serve as the Terminal Agency Coordinator (TAC) and ensure compliance with security requirements. **May** – After completion of required training and utilizing Supreme Court approved statewide policies and procedures for fieldwork (safety equipment, drug screening, field protocol), perform scheduled and unannounced site visits (home, work, school or other location) to monitor program compliance; monitor defendants compliance utilizing electronic monitoring technology; maintain alcohol and drug screening equipment and supplies; participate and attend conferences; training and community outreach and educational programs related to court programs; and perform scheduled and spontaneous site visits to participant's home, school, work or other locations to monitor program compliance.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative of the work environment and physical demands an employee may expect to encounter in performing the tasks assigned to this job.

Work is performed in an office, court, jail setting or detention facility and may be performed in a field setting. Work is performed in an often fast-paced and stressful work environment. The noise level in the work environment is usually moderate to noisy. The employee may be exposed to hostile or violent situations that may arise when dealing with individuals involved or associated with court cases, disturbing or hazardous court exhibits and contagious health conditions. Frequent exposure to unpleasant situations in jails and when interviewing defendants who are experiencing significant stress, are mentally unstable, hostile, intoxicated, or have infectious diseases. The employee must regularly interact positively with co-workers, clients and the public; work under severe time constraints and meet multiple demands from several people. The work requires prolonged use of computers. While performing the duties of this job, the employee is regularly required to perform repetitive hand, arm and finger motions as well as use manual/finger dexterity, sit for long periods of time, stand and walk often; kneel and stoop; and talk and hear. The employee may be required to lift and/or move, push, pull or carry up to 40 pounds. The employee is expected to be punctual and to adhere to assigned work schedule. As assigned the employee may be required to work nights, weekends and holidays; overtime may be required. Travel will be required for trainings, meetings and presentations. A valid drivers' license may be required. The employee may be exposed to fluctuating outdoor and building temperatures.

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