

NEW MEXICO JUDICIAL BRANCH

PRETRIAL SERVICES OFFICER 1 (CLASSIFIED)

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

SUMMARY:

Under close supervision assist with criminal background investigations on persons arrested and charged with criminal offenses prior to adjudication; implement release and case management plans for defendants; supervise a defendant's compliance with court ordered programs and conditions of release. May perform as a judicial designee in formulating appropriate recommendations for release, sanctions, and detention. This is an entry-level job classification.

QUALIFICATIONS:

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

Education Substitution: Associate's Degree in criminal justice, social sciences or a related field, plus two (2) additional years of relevant experience.

Experience: One (1) year experience in criminal justice, social services, probation, corrections or a related field.

Experience Substitution: None.

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: **Basic** knowledge of court-ordered programs, pre-adjudication release and supervision procedures and sanctions; sentencing guidelines, treatment options and community resources; New Mexico law, civil and criminal procedure; federal, state, and local court rules, policies and procedures, operations and structure; case management techniques; legal terminology; safety, security and confidentiality practices; substance abuse counseling and mental health treatment; mediation techniques and conflict resolution; investigative techniques; drug screening methods and equipment; electronic monitoring equipment and technology; proper English usage, grammar and punctuation; computer software applications (i.e., word processing, spreadsheets, databases, court case management system, e-mail and Internet); and general office practices and equipment (i.e., filing systems; telephone, printer, copier, fax, and scanner).

Skill & Ability: **Skill in** working independently and as part of a team; managing time effectively while handling a high-volume workload in an environment subject to frequently changing priorities and high stress; developing appropriate case management recommendations; conducting drug screens and following drug screening protocols, 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 and collaborating with other staff; speaking publicly and presenting information clearly and concisely. **Ability to** be empathetic, impartial, fair and objective with all involved parties and provide services regardless of race, national origin, gender, sexual orientation, religion, mental and physical abilities, criminal history, socioeconomic status, , or any other protect status; maintain patience, professional demeanor and composure while dealing with individuals under the

NEW MEXICO JUDICIAL BRANCH

PRETRIAL SERVICES OFFICER 1

(CLASSIFIED)

influence of alcohol or drugs; recognize and appropriately respond to safety and security issues; receive and follow directions and apply relevant policies and procedures to assigned work; establish effective working relationships in a complex and rapidly changing environment; use conflict resolution or verbal de-escalation techniques; work effectively with diverse and sometimes difficult clientele; recognize important case facts that need to be documented in case file or may need further action; learn quickly and retain information; work as a team member; operate program monitoring equipment; utilize a computer effectively in word processing, spreadsheets, case management systems and other software; display resourcefulness, proof read, edit and correct your own work work, and perform multiple tasks.

EXAMPLES OF WORK PERFORMED

Defendant Assessment - Conduct brief intake interviews with newly referred defendants; assist with thorough investigations on defendants; document each defendant's needs for community support services; contact references and verify information provided by defendants regarding employment, home, work, and school status; contact and interview victims; provide recommendations that include appropriate treatment support and referrals. **Pretrial Supervision** - Participate in scheduled case staffing; monitor defendant's compliance with court ordered conditions of release and community provider program requirements; document, report and notify the court of a defendant's non-compliance or program violations and recommend appropriate action; conduct drug screens; update case management assessment. **Administrative** - Maintain current case files and create files for new defendants; track Pretrial Services referrals at felony arraignments; document in case files all interaction with defendants, treatment providers, community-based case managers, attorneys, employers and family members; prepare precise written reports detailing defendant's program compliance and future recommendations; attend and provide input during court proceedings as required; attend and participate in meetings with court staff and other treatment providers; compile and report statistical data. **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; collaborate with staff to provide office coverage and answer phones; 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 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.

NEW MEXICO JUDICIAL BRANCH

PRETRIAL SERVICES OFFICER 1 (CLASSIFIED)

The work requires prolonged use of computers. While performing the duties of this job, the employee is regularly required to perform repetitious 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. A valid drivers' license will be required. The employee may be exposed to fluctuating outdoor and building temperatures.

Pretrial Services Officer 1, Dev: 9/1/09
Audited: 4/24/15