

**NEW MEXICO JUDICIAL BRANCH**  
**PRETRIAL SERVICES OFFICER LEADWORKER**  
**(CLASSIFIED)**

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

**SUMMARY:**

Under general supervision, lead, mentor and train others; conduct thorough criminal background investigations on persons arrested and charged with criminal offenses prior to adjudication; formulate appropriate release, supervision and case management plans for defendants; supervise defendant's compliance with court ordered programs and conditions of release. May be assigned supervision of court staff, under the mentorship of a supervisor or manager.

**QUALIFICATIONS:**

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

**Education Substitution:** None. Associate's Degree in criminal justice, social sciences or a related field, plus two (2) years of relevant experience.

**Experience:** Four (4) years experience in criminal justice, social services, probation, corrections or 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: Advanced** knowledge of court ordered programs; case management techniques; 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, options and community providers; sentencing guidelines, federal, state and local court rules, and policies and procedures, operations, structure, and forms and functions; New Mexico law, civil and criminal procedure, legal terminology; safety, security and confidentiality practices; substance abuse and mental health symptomology, counseling and treatment; physical and psychotropic medication; mediation techniques and conflict resolution; investigative techniques national, state and local investigative tools and resources; 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 technology; and electronic monitoring equipment and technology. Basic knowledge of: team building; training concepts; supervisory techniques, coaching; hiring, and training; employment law (i.e., Americans with Disabilities Act, Family Medical Leave Act, Equal Employment Opportunity Act, Fair Labor Standards Act, Workers' Compensation); conflict resolution and problem solving techniques; and New Mexico Judicial Branch Personnel Rules.

**Skill & Ability: Skill in** determining defendant 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 needs; recommending appropriate, treatment, counseling, employment support, daily living skills training, education and housing assistance; working

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independently and as part of a team; managing a large caseload; managing time 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, and maintaining professional ethics; maintaining accurate files, client database, and records; attention to detail; utilizing good judgment in making decisions and recommendations; knowing when to seek assistance; collaborating with other staff; 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; and recognizing important case facts that need to be documented in case file or may need further action. **Ability to work as a team leader;** 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 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; 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, perform multiple tasks; proof read, edit and correct your own work.

### **EXAMPLES OF WORK PERFORMED**

**Leadworker Duties** - Provide direction and assistance to staff, as assigned; lead, mentor, oversee, and train staff in background investigation procedures, day-to-day functions and documentation processes; and communicate changes in processes, rules and systems. Under the direction and oversight of a supervisor, track daily attendance and approve leave requests and time sheets; and participate on interview panels for vacant positions and provide appropriate recruitment support. **Defendant Assessment** - Conduct 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, treatment history, participation and compliance; release defendants from custody based on the court ordered conditions of release and verified information; oversee supervision contracts and supervision protocol based on program policies; establish defendants needs and develop complex/multi-layered and appropriate treatment support or referrals; conduct and update 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** - Provide graduated levels of supervision; provide 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** - Maintain 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. **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

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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; participate and attend training and community outreach and educational programs related to court programs; prepare and administer employee performance evaluations; 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 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 may be required for training, meetings and presentations. A valid drivers' license may be required. The employee may be exposed to fluctuating outdoor and building temperatures.

Pretrial Services Officer Leadworker Dev: 9/1/09  
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