



**BERNALILLO COUNTY METROPOLITAN COURT
JOB RECRUITMENT ANNOUNCEMENT**

Human Resources Division
401 Lomas NW
Albuquerque, NM 87102

Telephone: (505) 841-9819

Fax No.: (505) 222-4823

Email: metrjobs-grp@nmcourts.gov

APPLY NOW: https://webapps.metrocourt.state.nm.us/HRjobsapp/job_ops

SURVEILLANCE OFFICER LEADWORKER

Probation Supervision Division

Opening Date: November 4, 2024

Closing Date: December 4, 2024

Pay Range: \$18.824 – \$23.530/Hourly

Position Number: 10110886

Position Status: Full-time, Term

Probation/Supervision or as assigned

Essential Tasks: *Currently, this position is funded through September 30, 2025.* Position assigned to the Standard Probation Unit. Monitoring Program Compliance - Perform both scheduled and spontaneous site visits to participant's home, school, work or other locations to monitor program compliance; monitor ignition interlock compliance; track and administer breath or urine drug tests as necessary; and supervise participants in work details, physical training or special projects as part of community service program requirements. Administrative - Document all interaction with program participants in case management system; maintain current case files; prepare precise written reports detailing participant program compliance; attend court proceedings as appropriate; participate and provide input during meetings with court staff and other programs; track and record community service participation; and maintain drug testing equipment and supplies. May participate and attend conferences and training; assist in training new employees; participate in community education and outreach related to court programs. May perform other duties as assigned in order to meet the operational needs of the Court. A more comprehensive job description is available at <http://metro.nmcourts.gov> or may be obtained in the Human Resources Division of the Metropolitan Court.

Qualifications: Education: High school diploma or GED. Education substitution: None Experience: Four (4) years of experience as a surveillance officer, in social services, probation, as a corrections officer, or work in a related field. Experience Substitution: Additional post-secondary education in a related field may substitute for up to two (2) years' experience. Thirty (30) semester hours equals one (1) year of experience. **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 07/29/2024) or a **Resume Supplemental Form** (Revised 07/29/2024) and submit with a **signature and date** to the Human Resources Division prior to **5 p.m. on the closing date**. **Mailed applications must be received by 5 p.m. on the closing date.** **If you would like to receive a text message when job opportunities become available, please visit the following https://webapps.metrocourt.state.nm.us/HRjobsapp/job_ops.***

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.

Approved: _____
Lissa Lowe, Court Executive Officer