



ROOSEVELT COUNTY
invites applications for the position of:

Court Compliance Officer

SALARY: \$17.44 - \$25.44 Hourly
\$36,275.20 - \$52,915.20 Annually

DEPARTMENT: Administration

OPENING DATE: 07/21/20

JOB SUMMARY:

Assist the District and Magistrate Courts by monitoring DWI and misdemeanor probationers under the direction of the Detention Administrator. The Compliance Officer will work primarily with offenders, ensuring full compliance by Magistrate and District Court-sentenced probationers.

- Under the direction of the Detention Administrator, supervises and provides case management of sentenced DWI and Misdemeanor offenders; enforces court ordered sentencing stipulations and monitors offender compliance; administers alcohol screenings and provide results to courts; regular attendance at court hearings; will be required to provide court testimony. Supervision of individuals on Probation, Maintenance of Pre-Sentence Reports and files on each offender. Also conduct residential and employment visits throughout Roosevelt County
- Responsible for researching and ensuring compliance of current case law pertaining to probation and departmental policy and procedures.
- The Compliance Officer will work closely with other segments of the Local DWI Grant program, including Screening/Assessment, Treatment, Teen Court, Coordination/Planning/Evaluation and Prevention and Victim Impact Panel.
- Monthly, Quarterly and annual reports will be provided by the Compliance Officer on Probationers as well as any other reports as deemed necessary by the Roosevelt County Detention Administrator. Reports should also include caseload levels for the reporting period and other information deemed necessary.
- Compliance Officer will become accredited. See professional requirements.
- Build Roosevelt County Compliance Program and work to obtain program accreditation within three years.

ESSENTIAL FUNCTIONS:

- Responsible for the day to day operations of a Compliance Officer, including but not limited to: complying with federal, state and local rules and regulations; preparing violation reports, preliminary violation reports, and restitution plans; maintaining budgetary control; taking urine specimens for alcohol and/or drug testing; appearing in court as necessary; and providing input on legislation, training services and financial matters.
- Develop, coordinate, modify, and implement methods, procedures and policies involving the day-to-day functioning of the Compliance Program. Recommend changes and ensure implementation of such changes.
- Responsible for the safety and security of the equipment furnished.
- Respond to calls in the event of an emergency involving the Compliance program.
- Call-out, or authorize the calling-out of law enforcement agencies, when help is deemed necessary.

- Assist in gathering information for the County Manager's office in order to provide necessary supplies or services to the Compliance Program. Research sources of materials for supplies or programs in consideration of cost or budget restraints.
- Follow the Roosevelt County Personnel Policy, and any other policies adopted by Management and/or the Commission.
- Oversee record keeping and probation fee collections pertaining to the Compliance program.
- Reconcile and deposit funds within twenty-four (24) hours of receipt.
- Follow the State of New Mexico Purchasing and Procurement laws, County Purchasing Policy, Internal Controls Policy, Cash Handling Policy, Travel and Per Diem Policy, and ensure that efficient records and logs concerning probationer's activities are maintained and in accordance with the policies and procedures.
- Attend seminars and conferences regarding Compliance Programs, as necessary.
- Perform all duties with minimal supervision. Employee may be required to work irregular hours, attend job-related meetings, and perform other duties as assigned.
- Participate as needed in Victim Impact Panel meetings and assist with breathalyzer testing.
- Attend Celebrate Recovery and A.C.T.S classes to monitor probationers.
- Attend DWI Driving Class to monitor probationers.
- Responsible for maintenance of County vehicle according to established standards.

QUALIFICATIONS:

- Associate degree or two years of experience in the judiciary, in a criminal justice position, in counseling, or another human services discipline. Relevant education may substitute for experience and relevant experience may substitute for education at a rate of 30 semester hours equating to one year full-time work experience.
- Have not been convicted of, pled guilty to, or entered a plea of nolo contendere to any felony charge or, within the three-year period immediately preceding this application, to any violation of any federal or state law or local ordinance relating to:
- Aggravated assault, theft, driving while intoxicated, controlled substances or other crime involving moral turpitude; and
- Has not been released or discharged under dishonorable conditions from any of the armed forces of the United States.
- Is not currently on probation.
- Knowledge of approved principles and practices of law enforcement and applicable laws and ordinances.
- Knowledge of investigative techniques and practices.
- Must be a U.S. citizen and a minimum of 21 years of age.
- Must possess a valid driver's license.
- Bi-lingual preferred.
- Veterans preferred.
- Must comply with safety guidelines of the County.

SUPPLEMENTAL INFORMATION:

- *Following a conditional offer of employment, successfully complete background investigation which may include, but is not limited to: fingerprinting, criminal record search, driving record screening, reference check, employment verification, and credit check.*
- Meet physical fitness screening standards as required by Roosevelt County;
- Successful completion of required training, including but not limited to Cardiopulmonary Resuscitation (CPR), within one year from date of hire and Defensive Driving within six (6) months of date of hire.