

Fabian Munoz
Commissioner, District 1

Malin Parker
Commissioner, District 2

RoyLee Criswell
Commissioner, District 3



Tina Dixon
Commissioner, District 4

Paul Grider
Commissioner, District 5

Meadow Forget
County Manager
575-356-5307

County Manager's Office
109 West 1st Street
Portales, NM 88130

Court Compliance officer

Date posted: February 9, 2026

Pay: \$17.44 - \$25.44 per hour

Job description:

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; regular attendance at court hearings; will be required to provide court testimony. Supervision of individuals on probation, compile pre-sentence Reports and files on each offender. Also conduct residential, employment, and community service 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.

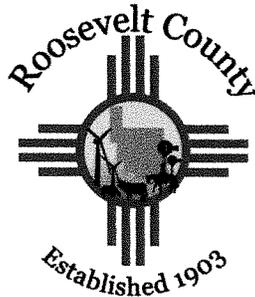
Essential Function

- 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.

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- 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.
- Work with the County to facilitate various grants or additional programs as applicable.
- 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. 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.
- Responsible for maintenance of County vehicle according to established standards.
- 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.

Non-Essential Functions

- Perform additional duties as assigned.
- Attend other meetings and/or trainings as assigned.

Professional Requirements

- 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;

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- 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.
- Complete annual education requirements as assigned or designated by certification or accreditation requirements.
- Complete Court Officer Basic Training (COBT) within one year.
- Training and certification on use of various alcohol detection tools, as well as various electronic monitoring equipment.
- Adhere to Roosevelt County dress code and Court Room dress code.
- Maintain a telephone for twenty-four (24) hour use, and ensure that any changes to contact information or response availability are communicated to superiors promptly when changed.
- Represent the County in a positive and professional manner at all times, including use of tact when working with a wide range of individuals, including the public, often under tense circumstances.
- Comply with all County policies and procedures, and standards regarding ethical business practices in accordance with The Governmental Conduct Act, NMSA 1978, Chapter 10, Article 16 ("GCA").
- Attend regular staff meetings and in-services.
- Be subject to random drug/alcohol tests.
- Participate in performance improvement and continuous quality improvement activities.

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 of full-time work experience.
- Has not been released or discharged under dishonorable conditions from any of the armed forces of the United States.
- Have not been convicted of, pled guilty to, or entered a plea of nolo contendere to any felony charge or, within a 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.
- 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 US citizen and a minimum of 21 years of age.
- Must possess a valid driver's license.

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- Bi-lingual preferred.
- Veterans preferred.
- Must comply with safety guidelines of the County.

Knowledge, Skills, and Abilities

- Ability to report and record, legally and accurately, observations and situations.
- Ability to deal courteously, yet firmly and effectively, with individuals assigned to supervision.
- Ability to establish and maintain effective working relationships with fellow employees and other agencies.
- Ability to handle stress and respond appropriately in stressful situations.
- Ability to write intelligible, complete and concise reports, remain alert at all times and react quickly in emergency situations.
- Able to deal with situations requiring tact and diplomacy, be courteous to the public.
- Ability to be persuasive, assertive and empathetic to people from various populations.
- Ability to maintain confidentiality.
- Strong writing and oral communication skills.
- Strong organizational and computer skills. Proficient in Microsoft Suite and database management.
- Ability to communicate effectively in private and public settings with large and small groups of people.
- Ability to understand and communicate in English oral and written. Fluency in Spanish desirable.
- Ability to interact professionally with supervisor and other co-workers.
- Ability to work independently of daily supervision and to exercise discretionary judgment and thinking.
- Must comply with safety guidelines and policies of the County.

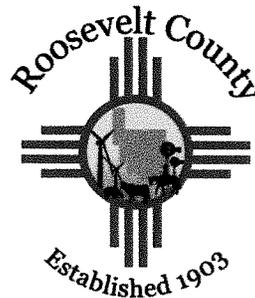
Physical Requirements and Environmental Conditions

- Work irregular hours, including after hours.
- Work under stressful conditions.
- Work in varying degrees of temperature (heated or air conditioned).
- Position requires light to moderate work with 50 pounds maximum weight to lift and carry.
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.
- Manual and finger dexterity.
- Hand and eye coordination.
- Corrected vision and hearing to within normal range.

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- Ability to sit for up to four (4) hours at one time, and up to eight (8) hours total per day, with opportunities to change positions.
- Worker carries cellular phone so as to be available at all times.
- Worker may perform duties in an area of poor ventilation. Worker may be exposed to odors due to poor hygiene of probationers.
- Hazards or potential hazards of the job included high stress levels, dealing with a variety of probationers, being exposed to mental or physical health problems and the potential of retaliation from present or former probationers.

Job Type: Full-time

Benefits:

- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Education:

- Associate (Preferred)

Work Location: In person