



LOS ALAMOS

Los Alamos County

Job Description and Classification

JOB TITLE:	Compliance Coordination Specialist
JOB CODE:	767
CLASSIFICATION:	Exempt
DEPARTMENT/DIVISION:	Municipal Court
SUPERVISOR:	Court Administrator

Position Summary:

Under general supervision of the Court Administrator, is responsible for administering court ordered programs, including pre-sentence monitoring, probation program and additional case management duties as required for clients charged and/or convicted of a criminal offense on behalf of the Courts. Perform a variety of routine duties such as respond to law enforcement incidents involving persons on probation or pre-sentence supervision, community resource management and referral, courtroom testimony, report writing and investigations, as well as advocating for offender services. Oversees pre-sentence clients, probationers, investigates probation violations, develops, identifies, and utilizes treatment services for the assigned courts. Prepares and presents pre-sentence and other reports to the Courts, and monitors compliance with drug testing, electronic monitoring, and related programs. Makes recommendations to Municipal, Magistrate and District Court on the needs of probationers or pre-sentence clients. Maintains confidentiality of all privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities, and activities may change at any time.

Essential Duties and Responsibilities:

- Manages caseloads and monitors compliance with court orders and/or probation conditions. Utilizes state ADE database to assess and report client progress.
- Prepares and ensures proper documentation is maintained for all case files.
- Prepares and analyzes various reports, including probation, electronic monitoring, random drug testing, conditions of release and violations.
- Instructs clients on requirements of their conditional release.
- Participates in team meetings with various professionals to determine the most appropriate behavioral health treatment for clients and their families. Reviews the effectiveness of treatment programs and makes recommendations to better meet community and client needs.
- Communicates with local, state, regional and outside law enforcement.
- Reports compliance and non-compliance to the court of jurisdiction.
- Conducts ongoing review and development of policies, practices, and procedures to ensure compliance with changing laws and makes revisions as necessary. Communicates revisions to Court staff and Judges. Assists in applying any changes.
- Researches and develops recommendations for the operating budget regarding supervision expenditures. Verifies monthly expenditures of supervision programs. Assists in coordinating and administering contracts of supervision programs.
- Maintains confidentiality and complies with HIPPA regulations of all privileged information.
- Maintain, secure, manage, and update essential and relevant documents in case files.

- Establishes verification protocol for community service compliance and oversees other court staff to ensure this is completed timely and accurately.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Pre-Sentence Supervision/Probation Supervision

- Attends clients' court dates and provides oral reports on the clients' progress.
- Develops specialized supervision and treatment plans for clients. Completes Criminal Risk Assessments to determine level of supervision. Conducts face to face contact with clients in the clients' environment and in an office setting.
- Utilizes electronic monitoring and drug testing, including Breath Alcohol Concentration (BAC) hand-held device to ensure compliance with court orders. Develops additional programs to assist in goal completion.
- Conducts routine checks of clients' homes, vehicles, or employment. Testifies in court to present evidence or testify against the person accused of criminal activities.
- Determines if there is non-compliance by gathering evidence, obtaining witnesses and will comply with court rules regarding filing of a criminal complaint and probable cause statement.
- Testify in court to present evidence or testify against persons accused of criminal activity or violation.
- Investigates, compiles, and evaluates information in the development of pre-sentence reporting on behalf of the courts. Investigates and makes determination for early discharge or probation violation.

Case Management

- Gathers information about clients' criminal and family history.
- Participates in team meetings with various professionals to determine the most appropriate behavioral health treatment for clients and their families. Reviews the effectiveness of treatment programs and makes recommendations to better meet community and client needs.
- Arranges for appropriate medical, mental health, or substance abuse treatment services according to individual needs and/or court orders.
- Assists clients with completing indigent program applications and public defender requests.
- Establishes rehabilitation programs for assigned clients, establishing rules of conduct, goals, and objectives.
- Assists or arranges for post-release services, including employment, housing, treatment, and education activities.
- Assists in matters concerning detainers, sentences in other jurisdictions and applications for social assistance.
- Develops information packets about social service agencies and assistance organizations useful to clients. Provides referrals to community resources and treatment.
- Monitors the Life Skills program, scheduling and ensures client's compliance.
- Using additional discretion, creates individualized programs to meet client's needs.

Community Outreach

- Performs community outreach to a wide range of local and regional agencies providing social, medical, behavioral health, courts and law enforcement, education, and basic needs services.
- Assists DWI coordinator with generating reports when necessary.
- Actively participates in DWI and Domestic Violence Councils.

- Develops liaisons and networks with law enforcement, other corrections, psychiatric facilities, and community agencies.
- Communicates with local, state, regional and outside law enforcement.

Minimum Qualifications:

- Bachelor's Degree from an accredited college or university field, or equivalent combination of education and related work experience.
- Three years of experience in corrections, parole or probation, social services, or related field.
- Must successfully complete a thorough background investigation.

Preferred Qualifications:

- Bachelor's Degree from an accredited college or university in Sociology, Psychology, Criminology, or related field
- Experience with drug testing procedures and electronic monitoring.
- Read, write, and speak Spanish.
- Master's Degree from an accredited college or university in related field.
- Experience with state DWI software.
- Experience with Municipal court software.

Knowledge, Skills, and Abilities:

- Knowledge of laws, legal codes, court procedures, precedents, government relations, executive orders, agency rules, HIPAA, and the democratic political process.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
- Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.
- Knowledge of conducting alcohol breathalyzer testing, fingerprinting, taking photos, booking forms, and collecting or inventory property.
- Knowledge of the Court's tele-therapy equipment.
- Skill in record maintenance.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Ability to counsel assigned individuals objectively.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent the organization in a professional manner, building respect and confidence.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to use good judgment, analyze and solve problems.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit, walk, and stand. The employee regularly uses manual and finger dexterity, a sense of smell and visual acuity to complete tasks. The employee routinely uses a full range of mobility in upper and lower body; reaches overhead; works in various positions, including stooping, standing, bending over, sitting, kneeling, and squatting for extended periods of time. The employee must be able to lift, pull and push materials and equipment up to 25 pounds to complete assigned job tasks.

Work Environment:

The work environment involves exposure to hazards or physical risks and requires the following basic safety precautions and may include exposure to unpleasant or hostile situations that arise when dealing with individuals involved in court cases. Work is performed in both indoor and outdoor settings, with exposure to natural weather conditions and elements such as dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Travel, on-site response to emergency situations, evening, weekend, and holiday work may be required on short notice. Travel is required in a personal vehicle.

Every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance.
- Satisfactorily complete and maintain compliance with all required training.
- Work well with others and participate fully in a team-oriented environment.
- Interface with other employees and customers in a courteous and respectful manner.
- Project positive support of their department and all county organizations.
- Maintain and enhance the county's commitment to customer service excellence.

Approvals:

Elected Official: _____ Date: _____
(signature)

Human Resources Manager: _____ Date: _____
(signature)

Reviewed:

Revised: 3/20/2015, 2/28/2019, 3/10/2023, 1/31/2024, 3/8/2024