



Job Description

TITLE: Compliance Supervisor	JOB CODE: 2650
DEPARTMENT: Alternative Sentencing Division	FLSA: Exempt
PREPARED: October 18, 2006	FLSA CLASS: Supervisor
UPDATED: April 12, 2022	WORK LOCATION: Farmington, NM
	REMOTE WORK ELIGIBLE: YES

Summary: Under general supervision, schedules and supervises compliance staff that supervises and monitors offenders' compliance with court orders and agreed upon program conditions as well as all laws and regulations.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Supervises assigned staff; prioritizes and assigns tasks and caseloads; coaches, trains and instructs employees as required.
- Supervises staff on a daily basis to ensure compliance with County, Departmental and Facility policies, procedures and standards.
- Coordinates activities of staff in providing services to clients and agencies with identified needs; coordinates with providers in conducting assessments; coordinates with other agencies as appropriate.
- Reviews case records and assists staff in determining problem areas and developing solutions.
- Supervises staff in conferring with offenders, legal representatives, families and other concerned persons, organizations; reviews documents pertaining to history of the offenders to formulate compliance monitoring phases and assists with caseloads as necessary.
- Coordinates and assigns staff to provide monitoring services and to assist clients with problems of a crisis or emergency nature.
- Utilizes the department computer to prepare internal and external reports in a timely manner.
- Compiles reports, testifies in court, and makes recommendations concerning conditional release or incarceration of offenders.
- Informs offender of legal requirements related to the conditional release, including visits to the office, restitution payments and related activities.
- Assists with arranging custodial care; refers offenders to social resources of community to aid in rehabilitation.
- Evaluates offender's progress on follow-up basis including visits to home and place of employment; conducts breath tests as appropriate; refers offenders to services for substance use testing.
- Secures remedial action by court if necessary.
- Conducts Performance Evaluations on Personnel.
- Conducts staff meetings for the purpose of relating information and staffing issues.
- Audits offender case files.
- Oversees financial record keeping and participates in the budget process.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of the principles and procedures of Magistrate Court system.
- Knowledge of laws and regulations of Misdemeanor offenses.
- Knowledge of County Procedures and Policies.
- Skills in reading and interpreting documents such as safety rules, operating and maintenance instructions, and procedure manuals.

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- Skills in maintaining records and preparing reports and correspondence.
- Skill in presenting information to small groups of people and to the courts.
- Skills in solving practical problems and in dealing with stressful situations.
- Skill in interpreting a variety of instructions furnished in written, oral, diagram or schedule form.
- Skills in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- Skill in communicating effectively both in writing and orally.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the use of a personal computer and standard office software.

Education and Experience:

- Bachelors' degree in human services field from an accredited institution.
- Five years' work experience in probation, case management, court services, or related field.
- Two year supervisory experience; or combination of supervisory and related work experience equivalent to two years to sufficiently perform the duties of the position.
- Valid State of New Mexico Driver's License or able to obtain within six (6) months of employment, and a good driving record.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed primarily in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents, reports and files.
- Work may be performed in the field visiting offenders at their homes or places of employment. May be subject to periods of physical activity, outside weather conditions and fluid situational environment.
- Work may be performed visiting offenders in jail or in a court setting.
- Noise levels are usually moderate.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Computer and other office technology are widely utilized.
- Breathalyzer
- Field protection/safety equipment

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____