



## Job Description

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<b>TITLE:</b>	<b>Compliance Officer</b>	<b>JOB CODE:</b>	3855
<b>DEPARTMENT:</b>	Alternative Sentencing	<b>FLSA:</b>	Non-Exempt
<b>PREPARED:</b>	November 2005		
<b>UPDATED:</b>	August 31, 2020	<b>LOCATION:</b>	Farmington, NM

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**Summary:** Under general supervision, supervises defendant's compliance with court-ordered mandates; appears in court to present or respond to recommendations on sentencing; manages a case load average of 200 to 300 offenders.

**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.*

- Considers defendant's educational, family, criminal, employment and social background, and assesses appropriate monitoring levels.
- Secures signed monitoring agreement from offender with signature of presiding judge; files papers with the court and notifications with the Communication Center.
- Monitors compliance of offender as a condition of release and informs court as necessary of the same; evaluates compliance on an ongoing basis and makes recommendations to the court, including revocation or early release by presiding judge.
- Appears in Magistrate Court at arraignments, preliminary hearings or pretrial with written and oral reports; interprets and disposes of drug test samples.
- Appears in court to elaborate, defend and respond to the Court; confers with State and defense attorneys, provides advice and recommendations; reports status of offender to Court and program supervisors.
- Maintains current roster of offenders; secures, manages, updates and governs individual case files by assuring that files contain essential and relevant documents.
- Organizes and prepares monthly statistical reports regarding arrests, releases, court appearances and other relevant information; provides anecdotal information.
- Performs other related duties as assigned.

### Required Knowledge and Skills:

- Knowledge of approved principles and practices of law enforcement and applicable laws and ordinances.
- Knowledge of the compliance objectives, principles and methodologies of the criminal justice systems.
- Knowledge of criminal personalities and the management theories and techniques related to individuals or groups with behavioral problems.
- Knowledge of County policies and procedures.
- Knowledge of investigative techniques and practices.
- Skill in working independently or as part of a group.
- Skill in analyzing, evaluating and investigating law enforcement information.

## Job Description

### Compliance Officer

- Skill in communicating effectively, both orally and in writing.
- Skill in following and effectively communicating verbal and written instructions.
- 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 business and tracking software.
- Ability to work independently; to analyze and evaluate investigative materials; to communicate and interview effectively both orally and in writing; to prioritize workload; to work in a stressful environment; operate a computer; be persuasive; assertive and empathetic to people from various populations; and maintain confidentiality.
- Ability to establish and maintain effective working relationships with fellow employees and other agencies.

#### Education and Experience:

- Associate degree and two years 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.
- Ability to communicate in a second language is desirable but not required.
- Must be able to obtain and maintain NCIC certification.
- Valid State of New Mexico Driver's license with no moving violations; or able to obtain within six (6) months of employment.
- Must be able to pass a rigid background investigation including work history, character, honesty, integrity, criminal record, driving record, etc.

#### Environmental Factors and Conditions/Physical Requirements:

- Work is performed 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 and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- 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.

#### Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

#### Approvals:

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____