

## Employment

### Quay County Government

Quay County is now accepting applications from all qualified candidates for a full-time 40 hours per week position of **Misdemeanor/DWI Court Compliance Officer/Court Monitor/Intensive Supervision/Alcohol Screener** person to work for the Quay County DWI Program Office. This person will monitor all misdemeanor court mandates for compliance, attend all DWI hearings in Quay County, gather data, enter all data into a data base, monitor compliance of all Court sentences for DWI and other misdemeanor offenders, prepare reports for courts on compliance, noncompliance and administer alcohol screenings on adjudicated DWI offenders.

#### **Minimum Qualifications:**

- High School diploma, or GED
- Never convicted of any felony crime or crime involving moral turpitude.
- Probation experience preferred.
- Ability to report, record, legibly 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.
- Must have knowledge of Microsoft Windows and Office.
- Must be at least 21 years of age and be a U.S. Citizen.
- Must possess valid New Mexico Driver's License with no DWI's in the last 3 years.

All applicants for this position will be subject to pre-employment and post-employment drug testing. Interested persons may obtain an application at the office of the County Manager, 300 S. Third Street, Tucumcari, NM during normal working hours. Completed Quay County Employment application must be received at the County Manager's office by 5:00 p.m. Monday March 19, 2018 to receive consideration for this position.

Quay County is an Equal Opportunity Employer.

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