Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Corrections Administration Supervisor

JOB CODE	JOB FAMILY	PROFILE
JCM109	**Correctional**	**Corrections Administration Supervisor**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$25.97 - $41.04**	**June 11, 2026**

The Corrections Administration Supervisor assigns, reviews, and participates in the work of staff responsible for the maintenance and management of central records, inmate property, and video services. Monitors work quality and adherence to established policies and procedures, and performs administrative and technical tasks related to the assigned area of responsibility.

Job Description

DUTIES AND RESPONSIBILITIES

- Assists in planning, prioritizing, assigning, supervising, reviewing, and participating in the work of staff responsible for the Corrections Department's central records, property, and visitation services.
- Establishes schedules for Corrections property, records, visitation, Add Cash Accounting, and Booking Tech services; ensures appropriate staffing for shifts.
- Participates in the implementation of and ensures compliance with policies and procedures; monitors work activities to ensure adherence.
- Trains and evaluates Corrections Technicians; provides or coordinate staff training; works with employees to correct deficiencies; initiates disciplinary actions as needed.
- Reviews and analyzes Judgment and Sentence orders; extracts essential information; calculates and determines judge-authorized pre-sentence confinement time, mandatory time, probationary time, and other court-ordered requirements.

- Evaluates court-ordered dispositions and other court documents; coordinates the release and/or transfer of inmates as mandated by the court.
- Coordinates unit activities with other agencies; maintains records and calendars; ensures receipt of proper documentation.
- Performs technical and complex tasks of the unit, including identifying opportunities and methods to improve service delivery.
- May handle sensitive and/or confidential records, plans, documents, or decisions that require maintaining confidentiality.
- Perform other job-related duties as required or assigned.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Six (6) years of work experience with increasingly responsible administration, records management, or compliance implementation.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- A majority of essential duties are performed indoors in a temperature-controlled environment.
- Outdoor duties are sometimes required in performance of essential duties and worker is exposed to natural weather conditions while performing outdoor duties.

- Worker may be exposed to intermittent noise and vibration, a variety of fumes and odors, contagious diseases and potentially hostile and dangerous situations.
- Indoor working surface is even and may be carpeted or tiled.
- Indoor surfaces are typically dry and may involve the use of stairs.
- Outdoor surface may be even or uneven and may be wet or dry.
- Outdoor duties may involve the use of stairs or ladders and may be performed on inclines or hills.
- Outdoor surfaces may include natural ground, asphalt, or concrete.
- Work hazards or potential work hazards include those of a correctional facility environment with exposure to noise and dangerous situations that could involve serious bodily injury and other health hazards.
- Employee may be required to work a flexible schedule.

EQUIPMENT, TOOLS AND MATERIALS

- Equipment typically used to perform administrative duties includes the telephone, computer, fax machine, photocopy machine, and pager.
- May occasionally handle first aid and oxygen equipment.
- Materials and products typically handled in the performance of administrative duties include a wide variety of forms and paperwork, reports, various writing utensils and a wide assortment of other basic office supplies and materials.

Additional Description

This job profile is classified as **safety-sensitive**. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a **Commercial Driver’s License (CDL), firearm(s) use**, or are otherwise regulated under the **Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act**, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.