

NEW MEXICO JUDICIAL BRANCH

BACKGROUND INTAKE OFFICER

(Classified)

TARGET SALARY: \$46,112-\$92,223 annually, or \$22.169-\$44.338 hourly depending upon experience (pay range HH)

LOCATION: Varies, statewide locations

FLSA STATUS: Non-exempt

JOB CODE: 8775JB

BENEFITS: Competitive benefits package offered

THE NEW MEXICO JUDICIARY

The Mission of the New Mexico Judiciary is to protect the rights and liberties of the people of New Mexico guaranteed by the Constitution and laws of the State of New Mexico and the United States; to resolve legal disputes fairly, and to ensure access to justice for all.

GENERAL STATEMENT OF DUTIES

Acting under general direction, perform as a designee authorized to make pre-trial defendant release and detention decisions, create extensive accurate criminal history reports, and complete the Public Safety Assessment for defendants arrested and provide to the judicial officer prior to initial release hearings. May be authorized as designee to identify defendants for Early Delegated Release based on program guidelines.

EXAMPLES OF JOB DUTIES

- **The Background Intake Officer** is responsible for completing a full background investigation report using state and federal criminal justice databases.
- Access national criminal history using the NCIC database following all federal and state protocols
- Communicates with local jails and courts as needed.
- Participates and provides input during meetings with court staff and others.
- Determines and verifies actual identities of offenders in court or in custody.
- Compiles and reports statistical data.
- Participates and attends conferences, training and community outreach or educational programs related to court programs.
- May contact and interview victims and makes recommendations for release.
- May document all interactions with offenders in the case management system and maintains current case files.
- May prepare accurate written reports including detailed chronological criminal history, conditions of release, treatment referrals and future recommendations.
- May attend court proceedings as necessary and present information to the court.
- May be responsible for interviewing offenders to obtain and verify necessary background information to conduct a thorough criminal history background investigation.
- May provide detailed reports to the court including recommendations for release and referrals to community treatment providers.
- May complete the Public Safety Assessment (PSA) using criminal history and department policy providing release recommendations to judges.
- May speak with defendants who are in custody to register for court date reminder system,

identity defendants for early release, provide defendants court date information, and provide and gather general information.

- May assess the offender's threat level to self and others.
- May complete detailed offender behavioral profiles by contacting references and verifying information provided by offenders regarding employment, home, work, and school status.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of the conditions of release for the defendants in custody and third-party releases; community safety concerns, and recidivism; safety, security, and confidentiality practices, criminal behavior patterns and profiles; investigative techniques and interviewing procedures; New Mexico law, civil and criminal procedure and sentencing guidelines; court rules, policies and procedures, operations and structure; misdemeanor and felony arraignment proceedings; bail and bond processes; court supervision programs, case management, and legal terminology; substance abuse and mental health counseling and treatment; drug screening methods and equipment; mediation techniques and conflict resolution; NCIC (National Crime Information Center) procedures and processes; and Health Insurance Portability and Accountability Act (HIPAA).

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree from an accredited college or university in Criminal Justice, Social Sciences, Counseling, or a directly related field from an accredited college or university.

Education Substitution: Four (4) years of directly related or relevant experience may substitute on a year for year basis.

Experience: One (1) year of experience conducting background investigations or judiciary experience or a related field.

Experience Substitution: None.

Other: Must obtain and maintain National Crime Information Center (NCIC) certification within six (6) months of hire.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office or court setting. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices.

** This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed*

BENEFITS

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employee assistance program (EAP) [<http://www.mybenefitsnm.com/>]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid vacation and sick leave up to eight (8) weeks
- Eleven (11) paid holidays
- Up to 12 weeks of paid parental leave
- Deferred Compensation [457\(b\) plan](#)
- Lifetime Defined Benefits Retirement Plan [<http://www.nmpera.org/>]
- Flexible work schedules and alternative work locations*
- Free health care, Rx, and lab work at the facility ([Stay Well Health Center](#)) in Santa Fe, NM
- Bilingual compensation*
- Training and career development opportunities
- Higher education [opportunities](#), educational leave, and tuition reimbursement
- May qualify for the Public Service Loan Forgiveness Program ([PSLF](#))
- May receive overtime holiday or shift differential pay*
- May receive physical fitness leave*
- What are your benefits worth? Click [here](#) to find out

These benefits vary by job classification or need

START YOUR CAREER

Experience the difference, work for the Judiciary! Apply [here](#)!

History of Job Description: Dev: 03/23/98, Rev: 09/01/09, 04/24/15, 02/11/20; 6/11/20, Benefits updated: 02/26/21, Audit: 12/31/22, Rev. Pay Ranges: 07/08/23, 07/06/24, 07/05/25, 07/04/26

The state of New Mexico is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. The state provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disability Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Administrative Office of the Courts Human Resources Division at 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.