

# NEW MEXICO JUDICIAL BRANCH

## BACKGROUND INVESTIGATOR

(Classified)

**TARGET SALARY:** \$49,473-\$98,946 annually, or \$23.785-\$47.570 hourly depending upon experience (pay range II)  
**LOCATION:** Varies, statewide locations  
**FLSA STATUS:** Non-exempt  
**JOB CODE:** 8770JB  
**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 supervision conducts background investigations on persons charged with criminal offenses and presents appropriate recommendations to the court regarding conditions of release.

### **EXAMPLES OF JOB DUTIES**

- **The Background Investigator** is responsible for interviewing offenders to obtain and verify necessary background information to conduct a thorough criminal history background investigation.
- Provides detailed reports to the court including recommendations for release.
- Assesses offender's threat level to self and others.
- Makes appropriate recommendations for release and bonds based on criminal history.
- Defends developed release or program recommendations and challenges to those recommendations.
- May prepare written reports including detailed chronological criminal history, conditions of release, treatment referrals and future recommendations.
- May attend court proceedings as necessary and present defendant profile and criminal history information and conditions or release recommendations to the court.
- Provides release information to judges, involved parties and community members.
- Compiles and reports statistical data.
- Communicates with District Attorneys and other members of government and court agencies.
- Participates and attends conferences, training and community outreach or educational programs related to court programs.
- May complete detailed offender behavioral profile by contacting references and verifying information provided by offenders regarding employment, home, work, and school status.
- May contact and interview victims.
- May document interactions with defendants in the case management system and maintains current case files.

- May performs scheduled and unannounced site visits (home, work, school, or other location) to obtain or verify background information.
- May serve as the Terminal Agency Coordinator (TAC) and ensures compliance with security requirements.
- May recognize patterns of drug, alcohol, and anger issues and makes appropriate recommendations for referrals to community treatment providers.
- Other duties as assigned.

### **COMPETENCIES/QUALIFICATIONS**

The successful applicant should demonstrate knowledge of the state statutes, rules, and constitutional rights governing the release and bail eligibility for defendants; third party releases, community safety concerns, and recidivism; criminal behavior patterns and profiles; investigative techniques utilizing national, state, and local investigative resources and interviewing procedures; New Mexico law, civil and criminal procedures, and sentencing guidelines; court rules, policies and procedures, operations and structure; misdemeanor and felony arraignment proceedings and bail and bond processes; court supervision program; case management and legal terminology; substance abuse, mental health counseling and treatment, drug screening methods and equipment; mediation techniques and conflict resolution; NCIC (National Crime Information Center) procedures; 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.

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

**Experience:** Three (3) years of experience conducting background investigations 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 time off, up to eight (8) weeks
- Paid time off and retirement buyback
- 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 (Pretrial Background Investigator), Rev: 09/01/09, 04/25/15, 02/11/20, Benefits updated: 02/26/21, Audit: 12/31/22, Rev. Pay Ranges: 07/08/23 Rev Pay Range: 07/06/24

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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 [atnmcourts.gov](http://atnmcourts.gov).