



**BERNALILLO COUNTY METROPOLITAN COURT  
JOB RECRUITMENT ANNOUNCEMENT**

Human Resource Division  
401 Lomas NW  
Albuquerque, NM 87102

Telephone (505) 841-9819

Fax (505) 222-4823

Email: [metrjobs-grp@nmcourts.gov](mailto:metrjobs-grp@nmcourts.gov)

**APPLY NOW:** [https://webapps.metrocourt.state.nm.us/HRjobsapp/job\\_ops](https://webapps.metrocourt.state.nm.us/HRjobsapp/job_ops)

**BACKGROUND INVESTIGATOR**  
Background Investigations Division

Opening Date: January 6, 2025  
Closing Date: January 17, 2025  
Pay Range: \$23,785 - \$29,731/Hourly  
Target Pay Rate: \$25.113/Hourly

Position Number 10104227  
Position Status: Full-time, PERM  
Background Investigations Division or assigned

**A shift differential of \$3.00 per hour is paid for hours worked between 6 p.m. and 7 a.m.** Employee in this position is required to work rotating shifts, evenings, nights, weekends, holidays and when the Court is closed because of inclement weather. Work is performed at the Courthouse or at the Metropolitan Detention Center. **The entire Metropolitan Detention Center property is a smoke free environment. Employees are not allowed tobacco products in their vehicles. Dress codes apply both at the Court and at the Metropolitan Detention Center.**

**Essential Tasks:** Under general supervision, conduct background investigations on persons charged with criminal offenses, open charge misdemeanors, felonies or those indicted by the grand jury, including in-depth background investigations using NCIC checks and national criminal justice resource contacts. Ascertain community, family and employment ties as well as social, and psychological profiles to provide the Court with an accurate portrayal of the defendant and make oral recommendations on conditions of release at bond hearings and bond arraignments. Present justification to challenges of those recommendations. Carefully weigh flight risk, taking into consideration the safety of the community. May act as Terminal Agency Coordinator (TAC) for the division for NCIC certification purposes. Maintain NCIC manuals and assists other court personnel with accurately obtaining criminal histories in accordance with NCIC procedures. Maintain NCIC logs for audit purposes. Conduct interviews of persons charged with felonies and, if necessary, persons charged with misdemeanors, in order to acquire the information needed to commence the background investigation process. Organize and prepare monthly and annual statistical reports on arrests, releases and court appearances to justify funding for, and evaluate the effectiveness of, the pretrial program. Have the ability to get along with others and to work under stress. May perform other duties as assigned in order to meet the operational needs of the Court. A more comprehensive copy of the job description is available at <http://metro.nmcourts.gov> or may be obtained in the Human Resource office of the Metropolitan Court.

**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 (degree preferred). Experience: Three (3) years' 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. **A post-offer background history and fingerprint check is required.**

**Working Conditions:** 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, and judges and justices.

*Applicants interested in applying should complete a New Mexico Judicial Branch Application for Employment (Revised 07/29/2024) or Resume and Supplemental Resume form (Revised 07/29/2024) and submit with a signature and date to the Human Resource Division prior to 5 p.m. on the closing date. Mailed applications must be received by 5 p.m. on the closing date. If you would like to receive a text message when job opportunities become available, please visit the following website: [https://webapps.metrocourt.state.nm.us/HRjobsapp/job\\_ops](https://webapps.metrocourt.state.nm.us/HRjobsapp/job_ops)*

**The Bernalillo County Metropolitan Court is an Equal Opportunity Employer and applicants selected for an interview must notify the Human Resource Division at (505) 841-9819 of the need for an accommodation.**