

STATE OF NEW MEXICO
JUDICIAL STANDARDS COMMISSION

INVESTIGATOR
(AT-WILL)

SUMMARY

Under supervision, conduct investigations associated with the removal, retirement or discipline of New Mexico judges. (Exempt pay range 99.)

QUALIFICATIONS

Education - Associate's Degree in criminology, criminal justice, police science, or a related field.

Education Substitution - An additional two (2) years related experience as a peace officer, detective, investigator, or a related field will substitute for the Associate's Degree.

Experience: Five (5) years work experience as a peace officer, detective, investigator, or in a related field. Experience in criminal, civil, and administrative law preferred.

Certification - Peace officer certification is desirable. Must be in good standing in New Mexico and all other states where licensure or certification is held.

Other: Final selection dependent upon successful completion of a post officer background check and verification of qualifications and history.

Knowledge, Skills and Abilities - Knowledge of New Mexico law and court procedures, trial preparation, investigation, interview and surveillance techniques, evidence gathering. Skill in doing research, writing reports, all aspects of investigation, applying witness interview/interrogation techniques, gathering evidence and analyzing information, applying surveillance techniques, trial preparation, and communicating with others effectively both orally and in writing. Ability to use discretion, sound judgment, and adapt to frequently changing priorities and high stress. Fluency in Spanish is an asset. Must possess, exhibit, and maintain exemplary ethics and have no history of professional discipline.

EXAMPLES OF WORK PERFORMED - Work will include, but is not limited to, obtaining information and statements from witnesses, obtaining court records, gathering evidence and analyzing information, observing proceedings, writing interview summary reports, testifying at hearings, assisting with trial preparation, and general office duties.

WORK ENVIRONMENT & PHYSICAL DEMANDS - Work is performed in an indoor office environment and in the field; in-state travel is required using your own vehicle (mileage reimbursed at State of NM rates); significant time is required for trial preparation and participation. Occasional exposure to graphic and/or sensitive material. Compliance with strict confidentiality mandates required.