



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

APPLY NOW: https://webapps.metrocourt.state.nm.us/HRjobsapp/job_ops

BACKGROUND INTAKE OFFICER
Background Investigations Division

Opening Date: November 4, 2024
Closing Date: November 25, 2024
Pay Range: \$21.106 – 26.382/Hourly
Target Pay Range: \$22.284/Hourly

Position Number: 946
Position Status: Full-time, Term
Background Investigations Division or as assigned

A shift differential of \$3.00 per hour is paid for hours worked between 6 p.m. and 7 a.m. This is an essential position and may be required to work when the Court is Closed. Employee in this position is required to work rotating shifts, evenings, nights, weekends, holidays. 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: **This position is currently funded through June 30, 2025.** Under general supervision, perform as a designee authorized to make pre-trial defendant release and detention decisions and determine the least restrictive means of immediate release for defendants in custody charged with misdemeanors and third or fourth degree nonviolent felonies. Strive to ensure the safety of the community and of the defendant while reasonably assuring the defendant's appearance in court. Evaluate accurately a wide variety of behavior patterns and situations and to make effective recommendations regarding appropriateness of release; work without close supervision and to make appropriate decisions regarding type of release. Complete interviews and remain objective and unbiased when dealing with abusive and/or uncooperative defendants, some of whom have allegedly committed appalling crimes; organize and prioritize workload, manage concurrent multiple projects, maintain confidentiality and use discretion in dealing with sensitive information. Have the ability to get along with others and to work under stress. May perform other duties as assigned 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 Division 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 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 (degree preferred). Experience: One (1) year 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. **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 test message when job opportunities become available, please visit the following website: 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.

Approved: _____
Lissa Lowe, Court Executive Officer