

Job Description

Job Title	State Investigator (CVRC #28668+)
Job ID	139884
Posting End Date	01/20/2024
Location	Albuquerque
Full/Part Time	Full-Time
Regular/Temporary	Regular - PERM for State
Agency	Crime Victims Reparation Comm
Job Posting Type	Continuous Job Opening
For more Job Requirements & Classification Description:	

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Salary

\$22.40 - \$35.84 Hourly
\$46,591 - \$74,545 Annually
This position is a Pay Band 65

Posting Details

THIS POSTING WILL BE USED TO CONDUCT ONGOING RECRUITMENT AND WILL REMAIN OPEN UNTIL ALL POSITIONS HAVE BEEN FILLED. APPLICANT LISTS MAY BE SCREENED MORE THAN ONCE.

Why does the job exist?

This position investigates the validity of a crime victim's application received in our office requesting compensation due to their victimization.

How does it get done?

The person in this position will investigate and obtain relevant information for the determination on eligibility of crime victim's applications while in compliance with State Statutes, applicable laws, rules and regulations.

Who are the customers?

Victims of violent crime in New Mexico.

Ideal Candidate

The Ideal Candidate will have the following:
* Experience in criminal justice, insurance or claims examination investigation, public or business administration, social work or experience in victim compensation
* Working knowledge and experience with medical and/or law terminology
* Experience with taking large amounts of documentation from various sources and articulating it into a concise summary
* Experience managing a caseload

Minimum Qualification

Bachelor's degree from an accredited college or university in Accounting, Business Administration, Finance, Public Administration, Criminology or other related field and two (2) years of experience in accounting, auditing and investigation, or insurance adjusting and investigating or investigative report writing. Substitutions Apply. See Substitution Table below.

Substitution Table

These combinations of education and experience qualify you for the position:

	Education		Experience		Education		Experience
1	High School Diploma or Equivalent	AND	6 years of experience	OR	High School Diploma or Equivalent	AND	6 years of experience
2	Associate's degree in the field(s) specified in the minimum qualification	AND	4 years of experience		Associate's degree or higher in any field	AND	6 years of experience
3	Bachelor's degree in the field(s) specified in the minimum qualification	AND	2 years of experience				
4	Master's degree or higher in the field(s) specified in the minimum qualification	AND	0 years of experience				

- Education and years of experience must be related to the purpose of the position.
- If Minimum Qualification requires a specific number of "semester hours" in a field (e.g. 6 semester hours in Accounting), applicants MUST have those semester hours in order to meet the minimum qualifications. No substitutions apply for semester hours.

Employment Requirements

Must possess and maintain a valid New Mexico Driver's License. Must possess and maintain a current Defensive Driving Course Certificate from the State of New Mexico or must pass and receive Defensive Driving Course Certification within six (6) months of date of hire as a condition of continued employment. Employment is subject to post offer pre-employment criminal background check to include fingerprint checks and is conditional pending results.

Working Conditions

Work is performed in an office setting with exposure to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Some sitting, standing, bending and reaching may be required.

Supplemental Information

Benefits:
Do you know what Total Compensation is? [Click here](#)
Agency Contact Information: Cindy Mok, Email: Cindy.Mok@cvrc.nm.gov [Email](#)
For information on Statutory Requirements for this position, click the Classification Description link on the job advertisement.

Bargaining Unit Position

This position is not covered by a collective bargaining agreement.