Human Resources
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Investigator

JOB CODE	JOB FAMILY	PROFILE
JCP250	**Public Safety**	**Investigator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$25.97 - $41.04**	**August 14, 2026**

The Investigator performs duties related to the investigation, administration, and review of inmate disciplinary reports submitted by corrections staff at the Metropolitan Detention Center (MDC). Schedules hearings, prepares reports, and makes recommendations for sanctions based on investigative findings. Maintains the security of records associated with these processes. Ensures dispositions are delivered and assists with the processing of inmate grievances.

Job Description

DUTIES AND RESPONSIBILITIES

- Determines the scope, timing, and direction of investigations. Serves as chair of the hearing committee for a specified disciplinary caseload.
- Makes recommendations for sanctions based on committee findings from investigations.
- Obtains facts and statements from complainants, witnesses, and the accused individuals.
- Gathers evidence, coordinates testimony reviews, and interviews witnesses.
- Reads, understands, and complies with all MDC policies and procedures. Serves as a subject-matter expert on MDC policies and procedures related to inmate discipline and grievances.
- Receives, documents, reviews, and investigates all Inmate Disciplinary Reports submitted by MDC staff. Clarifies any questionable reports.

- Completes Inmate Disciplinary Reports by conducting investigations in accordance with court-ordered negotiated policies.
- Schedules hearings in compliance with court-ordered negotiated policy requirements.
- Ensures applicable MDC staff receive copies of the disposition(s) to support compliance with assigned sanctions.
- Ensures delivery of disposition and proper advisement of appeal rights in accordance with court-ordered negotiated policy.
- Ensures MDC staff apply hearing sanctions correctly and in accordance with court-ordered negotiated policies.
- Assists with the investigation, response, and routing of inmate grievances. Tracks statistical data and reviews all inmate grievance files.
- Enters, cancels, and modifies reports detailing investigation findings in applicable electronic data entry and records management systems with a high degree of accuracy.
- Processes and files all incoming documentation. Maintains records in accordance with established records management rules and regulations.
- Collects, prepares, and reviews data for statistical purposes and generate reports as directed.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor’s Degree in Criminal Justice, Public Administration, Business Administration, or related field.
- Two (2) years of work experience conducting investigations.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tiled. The working surface is typically dry.
- Worker often works alone, both with and without directions from a supervisor.

EQUIPMENT, TOOLS, AND MATERIALS

- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.