

# New Mexico Office of the Attorney General



## SPECIAL AGENT SPECIAL INVESTIGATIONS UNIT SANTA FE Full time

Job Reference # 00001123

The New Mexico Office of the Attorney General, Special Investigations Division an Equal Employment Opportunity (EEO) employer is seeking applicants for an "At Will" (not classified) Special Agent/Special Investigations Unit position. An "At Will" position means any state office job or position of employment which is exempt from the service and the Personnel Act," Section 10- 9-4 NNMSA 1978, the employee serves at the pleasure of the New Mexico Attorney General.

Special Investigations Unit Special Agents provide law enforcement services to the Office of the Attorney General by conducting criminal investigations throughout New Mexico. In furtherance of these investigations, Special Agents perform duties that include but are not limited to: interviewing victims, witnesses and suspects; coordinating investigative activities with other law enforcement agencies; performing surveillance and undercover activities when necessary; preparing, obtaining and executing search and arrest warrants; obtaining and serving subpoenas; securing and properly documenting evidence; maintaining organized case files, both electronically and hard-copy; preparing comprehensive investigative reports to be used in criminal and/or civil court proceedings; and testifying in legal proceedings. Special Agents also: maintain proficiency in firearms, defensive tactics, arrest techniques, and other required law enforcement training; prepare and deliver training for selected audiences; attend specialized and advanced training to further their abilities; provide technical

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guidance and assistance to law enforcement agencies when requested; attend working groups, partnership meetings, and other liaison activities; and other duties as assigned. Special Agents should have a wide range of criminal investigative experience and a work history including successful investigations resulting in prosecution. Special Agents must be able to work independently or as part of a team, have the drive to proactively seek investigative leads, diligently investigate matters assigned to them, communicate effectively using the proper chain of command, and demonstrate a professional demeanor, including the maintenance of confidentiality. State of New Mexico certified law enforcement certification or eligibility for certification by waiver of previous training preferred. This position will be stationed at the Santa Fe Office of the Attorney General.

Salary is commensurate with experience. Resume, writing sample and three professional references must be submitted to the Office of the Attorney General. This position will remain opened until filled. Applicants selected for an interview must notify the Attorney General's Office of the need for a reasonable accommodation due to a Disability.

Please send resumes to:

The Office of the Attorney General  
Attn: Clarence Gibson  
E-mail: [cgibson@nmag.gov](mailto:cgibson@nmag.gov)