

Job Description

Job Title	Medical Investigator (#4327+ NMMB)
Job ID	152915
Posting End Date	04/06/2025
Location	Santa Fe
Full/Part Time	Full-Time
Regular/Temporary	Regular - PERM for State
Agency	Medical Examiners Board
Job Posting Type	Continuous Job Opening
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Salary

\$23.07 - \$36.91 Hourly

\$47,989 - \$76,782 Annually

This position is a Pay Band 65

Posting Details

The New Mexico Medical Board (NMMB) is the state agency responsible for the regulation over 10,000 licensees including medical doctors (physicians), physician assistants, anesthesiologist assistants, genetic counselors, polysomnographic technologists, naturopaths and naprapaths.

THIS POSTING WILL BE USED FOR ONGOING RECRUITMENT AND MAY CLOSE AT ANY TIME. APPLICANT LISTS MAY BE SCREENED MORE THAN ONCE.

Why does the job exist?

This position supports the New Mexico Medical Board (NMMB) in fulfilling its mandated responsibility to enforce the laws established under the Medical Practice Act. The role ensures the protection of the public in New Mexico by conducting complex, professional investigative work involving licensees and applicants who may have engaged in unprofessional or dishonorable conduct.

How does it get done?

Investigators gather and document case facts, subpoena sensitive materials, conduct interviews with witnesses and victims, and review, analyze, and summarize records into comprehensive investigative reports. They research relevant laws, regulations, and guidelines, and collect evidence related to potential violations of the Governing Statutes and Board Regulations. The Board processes over 300 complaints annually.

Who are the customers?

The New Mexico Medical Board key stakeholders are applicants for licenses, current license holders, individuals requesting license reinstatement, patients, insurance companies, hospitals, clinics, attorneys and other boards and agencies.

Ideal Candidate

The ideal candidate will have:

- Experience in summarizing material and drafting investigation reports
- Experience in researching laws, regulations, guidelines
- Ability to work independently with little supervision
- Outstanding customer service skills

Minimum Qualification

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

auditing, and investigation, or insurance adjusting and investigating or investigative report writing. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

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 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.

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

Do you know what Total Compensation is? [Click here](#)
 Agency Contact Information: Marcus Erickson (505) 476-7240 marcus.erickson@nmmb.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.