



**BERNALILLO COUNTY METROPOLITAN COURT
JOB RECRUITMENT ANNOUNCEMENT**

**Human Resources Division
401 Lomas NW
Albuquerque, New Mexico 87102**

**Telephone: (505) 841-9819
Fax No.: (505) 222-4823
Email: metrjobs-grp@nmcourts.gov**

**BUSINESS SPECIALIST II
Administration Division**

**Opening Date: August 8, 2022
Closing Date: Open Until Filled
Pay Range: \$21.382 – \$26.727/hourly
Target Pay Rate: \$24.054/hourly**

**Position Number: 27992
Position Status: Full-time, Regular
Administration Division or as assigned**

Essential Tasks: Acting under general supervision organize and assist with the business, fiscal, and/or human resource functions of the division. The Business Specialist II is responsible for planning, organizing, and coordinating projects, activities, providing support for projects, and office functions. Drafts, proofreads, edits, and distributes documents, reports, PowerPoint presentations, correspondence, agendas and minutes for meetings. Serves as a liaison with other court staff, state agencies, and the public. Compiles, analyzes, and prepares statistical reports. Assists with the procurement process, which may include RFPs and contract management. May assist with appropriation requests, operating budgets, supplemental budget requests, and/or budget adjustment requests. May perform accounting or fiscal functions and assist with the preparation of the courts annual operating budget. Ensures compliance with judicial branch, financial and/or human resources policies and procedures. Prepares and submits financial, business or human resources documents and reports. May manage or administer employee information, pay data, position changes, or reclassifications, new or changed positions and various human resources transactions utilizing the automated human resources system. May administer and audit payroll processes, pay vouchers, direct deposit, and related corresponding queries and reports to ensure accuracy. May track and prepare travel or other reimbursements. Track capital inventory for a division or court and keep current records of fixed assets. Provides assistance with budget, human resources, operational, or legislative projects. May prepare, process, and post vouchers, operating transfers, encumbrances, warrants and warrant cancellations. May review, interpret, and/or provide guidance on governmental employment regulations including but not limited to Family Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), Workers' Compensation, and the American's with Disability Act (ADA). May log and reconcile bank statements to daily receipts and monthly reports, and assists with bookkeeping functions. May prepare unclaimed property reports and operating transfers for unclaimed property. Assists external auditors, and/or prepares documentation for financial audits. May conduct and/or process new employee orientations, terminations, payroll and employee benefits. Participates in creating and implementing specialized projects in the area of human resources, which may include but are not limited to, Equal Employment Opportunity (EEO), Employee Relations, Training, Performance Appraisals, Investigations and Compensation Analysis. Provides and develops customized reports in order to identify trends, correlations to uncover insights, and/or audit data. May provide guidance and assistance regarding progressive disciplinary matters. Coordinates recruitment efforts and job postings and makes recommendations regarding applicant's qualifications. Participates in creating and implementing specialized projects in the area of human resources, which may include but are not limited to, Equal Employment Opportunity (EEO), Employee Relations, Training, Performance Appraisals, Investigations and Compensation Analysis. Maintains filing systems and archives personnel actions, records, and/or other documents. May be assigned supervisory duties under the mentorship of a supervisor or manager. May act as IT site coordinator and maintain website. May perform other duties as assigned in order to meet the operational needs of the Court.

Qualifications: Education: Bachelor's degree from an accredited college or university in Public or Business Administration, Finance, Accounting or a directly related field. Education Substitution: Four (4) years' of directly related or relevant experience may substitute on a year for year basis. Experience: Two (2) years' of experience in office administration, public administration, banking, human resources, accounting or a directly related field. Experience Substitution: Additional post-secondary education in a related field may substitute for up to two (2) years' of experience. Thirty (30) semester hours' equals one (1) year of experience. **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 05/10) or a Resume and Resume Supplemental Form (Revised 05/10) and submit with a signature and date to the Human Resources Division prior to 5 p.m. on the closing date. Mailed applications must be received by 5 p.m. on the closing date.

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: _____
Robert L. Padilla, Court Executive Officer