



**BERNALILLO COUNTY METROPOLITAN COURT
JOB RECRUITMENT ANNOUNCEMENT**

Human Resources Division
401 Lomas Blvd NW
Albuquerque, NM 87102

Telephone: 505-841-9819
Fax: 505-222-4823

Email: metrjobs-grp@nmcourts.gov

JUDICIAL SPECIALIST LEADWORKER
Case Preparation Records Division

Opening Date: September 6, 2022
Closing Date: Open until filled
Pay Range: \$18.974 - \$23.717 Hourly

Position Number: 54683
Position Status: Full-time, Regular
Case Preparation Records Division or as assigned

Essential Tasks: *This is an essential position. Employee is on call and may be required to work weekends and holidays and during other court closures.* Under general direction, participate in the clerical, technical, analytical and administrative duties involved in case processing, file maintenance, case management and the clerical business of the court through the application of knowledge of statutes, rules, regulations and court or program procedures, as well as through the application of knowledge of human relation skills. As a lead worker the ability to work with large volumes of work under high stress situations while multitasking. Duties predominantly involve overseeing judicial specialists by assigning and checking work and by evaluating ongoing work. Knowledge of civil and criminal procedures and thorough knowledge of judicial specialist duties and responsibilities. Monitor compliance with established court rules and procedures. Have the ability to get along with others and to work under stress. May participate in evaluations; train and serve on interview panels. May order and maintain supplies and may maintain leave records. Maintain statistics and assists the public. May perform other duties as assigned to meet the operational needs of the Court. A more comprehensive job description is available at <https://metro.nmcourts.gov> or may be obtained in the Human Resources office of the Metropolitan Court.

Qualifications: Education: A high school diploma or GED. Education Substitution: None. Experience: Four (4) years of experience in court case processing, a legal secretarial or related field such as advanced customer service, data processing, and banking/financial experience, of which three (3) years must have been court case processing experience. Experience Substitution: Attainment of the Judicial Studies Certificate will substitute for one (1) year of experience. Additional post-secondary education in a related field may substitute for up to one (1) year of experience. Thirty (30) semester hours equals one (1) year of experience. Certification: May be requested to complete the NM Court Monitor Examination and or obtain and maintain certification of the National Crime Information Center (NCIC) database. **Post-offer background history and fingerprint check is required. The New Mexico Judicial Branch is requiring full vaccination status as a condition of employment to being hired into the judiciary. Fully vaccinated means two weeks beyond the second Moderna or Pfizer vaccination or single dose of the Johnson and Johnson vaccination, and if eligible, must have received the COVID-19 Booster.**

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 should complete a *New Mexico Judicial Branch Application for Employment* (Revised 5/10) or a *Resume Supplemental Form* (Revised 5/10) and submit with a *signature and date* to the Human Resources Division before **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.