



**BERNALILLO COUNTY METROPOLITAN COURT
JOB RECRUITMENT ANNOUNCEMENT**

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

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

**Judicial Specialist Senior
Courtroom Support Division**

**Opening Date: October 11, 2022
Open until filled
Pay Range: \$18.974 - \$23.717/Hourly
Target Pay: \$18.974 Hourly**

**Position Number: 37384
Position Status: Full-time, Regular
Courtroom Support 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. Overtime is frequently required when court is in session beyond normally scheduled working hours.* Under general supervision will perform clerical and technical duties involved in case processing, file maintenance, case management and the conduct of the clerical business of the Court. Provide support to the bench during court as directed by the judge. Research automated and hard-copy files for case status information and information regarding parties to case. Enter case information into an automated case management system. Generate court documents for mailing. Research defendant warrants and prior conviction history. Prepare motor vehicle documents. Docket case events concisely and logically. Coordinate completion of court documents and docket court judgments and sentences. Track open cases to ensure actions required are taken within required deadlines. Notify interested parties of case settings, the vacating of settings, or settlement. May perform court monitor duties. Have the ability to work with others and to work under stress. **Assignment of this position is assigned in a courtroom.** May perform other duties as assigned to meet the operational needs of the Court. **May be required to pass monitoring certification testing and have the ability to operate recording equipment for long periods of time while listening to delayed dialogue through earphones and/or be able to monitor multiple courtrooms from a remote location while typing pertinent information on appropriate logs following established procedures.** A more comprehensive copy of the job description is available at <http://metro.nmcourts.gov> or may be obtained in the Human Resource office of the Metropolitan Court.

Qualifications: Education: A high school diploma or GED. Education Substitution: None. Experience: Three (3) years' of experience in court case processing, a legal secretarial or related field such as advanced customer service, data processing, and/or banking/financial experience, of which two (2) years' must have been in court case processing or related experience. Education 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 Certification Examination. May be required to obtain and maintain certification for the National Crime Information Center (NCIC) database. **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 Supplemental Form** (Revised 05/10) and submit with a **signature and date** to the Human Resource 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.