



**BERNALILLO COUNTY METROPOLITAN COURT
JOB RECRUITMENT ANNOUNCEMENT**

Human Resources Division
401 Lomas Blvd NW
Albuquerque, NM 87102

Telephone: 505-841-9819
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Email: metrjobs-grp@nmcourts.gov

JUDICIAL SPECIALIST 2
Jury Division

Opening Date: November 7, 2022
Closing Date: Open until filled
Pay Range: \$16.922 - \$21.153 Hourly
Target Pay Rate \$18.000

Position Number #00033414
Position Status: Full-time, Regular
Jury Division or as assigned

Essential Tasks: 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. The Jury Division's main responsibility is to maintain an adequate amount of jurors available for scheduled jury trials. A thorough understanding of the jury management system, Odyssey, Microsoft Word is required, as these applications are utilized to manage jurors, confirm jury trial information, order/issue summonses, update juror information, fill court requests for jury panels, escort juror to and from courtrooms, process payroll for jurors, issue certificates of completion, etc. The daily routine includes working with prospective jurors. Instructing them on how to complete their information online and/or providing appropriate forms when necessary. Update the jury management system. Provide prospective jurors with pertinent information as to their upcoming jury service. Other duties include answering phone calls, addressing incoming and outgoing correspondence, maintaining office supplies, etc. May perform other duties as assigned to meet the operational needs of the Court. 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: Two (2) 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. 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. **Post-offer background history and fingerprint check is required.**
Certification: May be requested to complete the NM Court Monitor Certification Examination.

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 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.