



## BERNALILLO COUNTY METROPOLITAN COURT JOB RECRUITMENT ANNOUNCEMENT

Human Resources Division  
401 Lomas NW  
Albuquerque, NM 87102

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Email: [metrjobs-grp@nmcourts.gov](mailto:metrjobs-grp@nmcourts.gov)

### **Judicial Specialist 2** **Case Preparation & Records Division**

Opening Date: November 21, 2022  
Closing Date: Open Until Filled  
Pay Range: \$16.922 - \$21.153/Hourly  
Target Pay Rate: \$18.000 Hourly

Position Number #27993  
Position Status: Full-time, Perm  
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. Perform clerical and technical duties involved in case processing, file maintenance, case management and the conduct of the clerical business of the Court. Assist the judge in the courtroom. 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 abstracts, flag drivers' licenses, issue approval to reinstate drivers' licenses. Pull case files and court documents. Monitor court hearings and proceedings. Coordinate completion of court documents and dockets court judgments and sentences. Track open cases to ensure actions required by rules, statutes, regulations or judicial orders are taken within required deadlines. Enter and access data utilizing the Court docketing and case programs. Notify interested parties of case settings, the vacating of settings, or settlement. Assist the general public, law enforcement officials and attorneys. May perform other duties as assigned to meet the operational needs of the Court. A more comprehensive job description may be viewed at <http://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: 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.**

**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.**