



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

**JUDICIAL SPECIALIST SUPERVISOR**

Probation Supervision Division

**Opening Date: November 21, 2022**

**Closing Date: Open until filled**

**Pay Range: \$21.382 - \$26.727 Hourly**

**Position Number: 28091**

**Position Status: Full-time, Regular**

**Probation Supervision Division or as assigned**

**Essential Tasks:** Responsible for case and document processing, financial responsibilities, customer service, jury administration, program support, general clerical and research job functions and responsibilities. Plans, assigns, supervises, and reviews the work of two (2) or more judicial branch court clerk staff, which may include leadworkers. Performs case management functions effectively and efficiently ensuring court rules and procedures are followed and case are processed timely. Works with staff to ensure state and federal statutes are consistently maintained, case errors are corrected, and case data is accurate. Disburses bond payments and trust funds, prepares and maintain bond reports. Provides appropriate oversight and management of information services and customer assistance with high volume of pro se litigants. Provides general procedural information without giving legal advice. Prepares monthly statistics, case management reports, and maintains logs and records of case. Uses the case management system to (1) open cases – determine case type/cause of action and assess and receipt filing fee if required; (2) docket cases – review documents and determine appropriate event codes, enter data, scan documents, and link related scanned images and (3) close cases – determine and enter closing events, disposition type, and judgement details. Uses electronic filing to process incoming filings and uploads and process court-issued documents. Processes and expedites orders of protection; sets hearings and trials. Uses the case management system to manage and track cases to ensure compliance with case type appearance dates and sentencing requirements. Reconciles billing and invoices from contracted vendors provided for Specialty Court Programs. 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: Five (5) years of experience in court case processing, a legal secretarial or related field such as advanced customer service, data processing, and banking/financial experience, and two (2) years of supervisory 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. Education may not substitute for supervisory experience. Supervisory Substitution: Leadworker duties may be considered on a prorated basis for supervisory experience at a rate of one (1) year of performing leadworker duties equals six (6) months of supervisory experience. Assigned leadworker duties include but are not limited to: Train, mentor, and develop employees; direct, plan, schedule, assign, and review the work of others; develop or assist in the development of employee performance plans and appraisals; and address concerns and troubleshoot problems. **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 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**