



**BERNALILLO COUNTY METROPOLITAN COURT
JOB RECRUITMENT ANNOUNCEMENT**

**Human Resource Division
401 Lomas NW
Albuquerque, NM 87102**

**Telephone: (505) 841-9819
Fax: (505) 222-4823
Email: metrjobs-grp@nmcourts.gov**

**ADMINISTRATIVE ASSISTANT 2
Administration Division**

**Opening Date: December 19, 2022
Open until Filled
Pay Range: \$18.974 - \$23.717/Hourly
Target Pay: \$19.583 Hourly**

**Position Number: 28076
Position Status: Full-time, Regular
Administration Division or as assigned**

Essential Tasks: Under general supervision, coordinate and schedule meetings and activities; serve as liaison between Administration office and public and governmental agencies; assist staff attorney; schedule court interpreters; draft agenda, take and prepare meeting minutes; develop and maintain spreadsheet and databases; enters data; prepare statistical reports; initiate and compose correspondence, office policies and procedures; respond to Inspection of Public Records requests; assist with compiling the Record Proper and maintain appeal files; handle complaints; maintain calendars, logs, office files and records; act as receptionist; maintain office supplies and prepare work orders. Have the ability to take initiative and to work independently; to coordinate the work of others; to apply relevant court policies and procedures to work assigned; to use good judgment in difficult and demanding situations and assignments. Possess a knowledge of court rules for criminal and civil procedure, legal terminology, legal research, and Court structure. May perform other duties as assigned to meet the operational needs of the Court. A more comprehensive job description may be viewed at <https://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:** Four (4) years of experience in a secretarial, clerical, or related field. **Experience Substitution:** 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. **A 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 **Resume and Supplemental Resume** form (Revised 5/10) 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.