# BERNALILLO COUNTY METROPOLITAN COURT
# JOB RECRUITMENT ANNOUNCEMENT

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

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

## Judicial Specialist 2
## Customer Service Division

**Opening Date: January 9, 2023**
**Closing Date: Open until filled**
**Pay Range: $16.922 - $21.153/Hourly**
**Target Pay Rate: $18.000 Hourly**

**Position Number: 899**
**Position Status: Full-time, Perm**
**Customer Service Division or as assigned**

**Essential Tasks**: Manage court cases in a court of limited original jurisdiction. File court documents and receive fines, fees and bond payments; balance and reconcile daily cash receipts; prepare and makes daily bank deposits. Respond to inquiries from legal and law enforcement community and from the public. 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. Create and maintain hard copy case files and close case files. Arrange for service and mail to parties of a case. Research defendant warrants and prior conviction history. Flag drivers' licenses. Pull case files and court documents; coordinate completion of court documents. Monitor and track sentence deferment and probation compliance records; review files for sentence deferments. Maintain logs and records; prepare statistical reports. Ability to use a computer and computer software. Must be able to get along with others and to work under stress. Knowledge of computer software including Excel, financial accounting and case management systems, word processing and spreadsheets. Skills: meeting deadlines under pressure; maintaining accuracy; being attentive to detail; gathering information and report writing; ability to utilize a computer effectively in word processing, databases, spreadsheets and other software; use a calculator and other office equipment; read and balance cash management reports. Other duties as assigned. May perform other duties 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 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. **A post-offer background history and fingerprint check is required. The New Mexico Judicial Branch is requiring full COVID vaccination status as a condition of employment within thirty (30) days of hire date. Fully vaccinated means two weeks beyond the second Moderna or Pfizer vaccination or single dose of the Johnson and Johnson vaccination, and if eligible, must have received the COVID-19 Booster.**

**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 *B*ernalillo 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.**