



**BERNALILLO COUNTY METROPOLITAN COURT  
JOB RECRUITMENT ANNOUNCEMENT**

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

**Telephone: (505) 841-9819**

**Fax No.: (505) 222-4823**

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

**APPLY NOW: [https://webapps.metrocourt.state.nm.us/HRjobsapp/job\\_ops](https://webapps.metrocourt.state.nm.us/HRjobsapp/job_ops)**

**PROGRAM/PROJECT COORDINATOR**

**Facilities Division**

**Opening Date: June 17, 2024**

**Closing Date: July 1, 2024**

**Pay Range: \$23.092-\$28.865/Hourly**

**Position Number: 867**

**Position Status: Full-Time, PERM**

**Probation Specialty Courts Division or as assigned**

**Essential Tasks:** The Program/Project Coordinator shall be responsible for: Working within the Facilities Management Division scheduling facility meetings, coordinating contractor and vendor walk-throughs, preparing detailed agendas and scope of work, obtaining competitive quotes, managing capital projects including requests, proposals, monitoring project timelines, obtaining progress invoices and tracking payments and funding balances, scheduling building preventative maintenance, creating project schedules and benchmarks, researching special projects, building maintenance and repair, preparing and participating in facility requests for proposals, contract negotiations, preparing reports and presentations, coordinating facility events and usage, contractor background checks, process New Mexico WorkForce Solutions wage determinations, prepare presentations, contract management and oversight, create and maintain spreadsheets, working with procurement, finance and purchasing teams to maintain budget and accurate documentation, and other duties as assigned. A more comprehensive copy of the job description is available at <https://metro.nmcourts.gov> or may be obtained in the Human Resource office of the Metropolitan Court.

**Qualifications:** Education: Associate's Degree from an accredited college or university in Criminal Justice, Business or Public Administration, Social Sciences or a related field. Education Substitution: Two (2) years' of experience, performing advanced executive level administrative or project management assistance may substitute for education on a year for year basis. Experience: Three (3) years' of experience as a program specialist, legal office specialist, and/or administrative assistant. Experience Substitution: 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 a **Resume Supplemental Form** (Revised 05/10) 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. If you would like to receive a text message when job opportunities become available, please visit the following website: [https://webapps.metrocourt.state.nm.us/HRjobsapp/job\\_ops](https://webapps.metrocourt.state.nm.us/HRjobsapp/job_ops)*

**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.**