



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

APPLY NOW: https://webapps.metrocourt.state.nm.us/HRjobsapp/job_ops

Judicial Specialist 2 Case Preparation & Records Division

Opening Date: June 24, 2024

Closing Date: July 16, 2024

Pay Range: \$18.276 - \$22.845/Hourly

Target Pay Rate: \$19.418/Hourly

Position Number: 27993

Position Status: Full-time, Perm

Case Preparation & Records Division or as assigned

Essential Tasks: Employee 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: 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. Typing Certification: A typing certification from the New Mexico Department of Workforce Solutions (www.dws.state.nm.us) or similar may be required. If certification is required, a typing proficiency score of at least 35 net words per minute is mandatory. The New Mexico Workforce Connection Certification must have been issued within five (5) years of application. Certification: May be requested to complete the NM Court Monitor Certification Examination. **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. 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.*

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.