



BERNALILLO COUNTY METROPOLITAN COURT
JOB RECRUITMENT ANNOUNCEMENT

Human Resources Division
401 Lomas NW
Albuquerque, New Mexico 87102

Telephone: (505) 841-9819
Fax No.: (505) 222-4823

Email: metrjobs-grp@nmcourts.gov

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

COURT MANAGER 3
Civil Division

Opening Date: June 24, 2024
Closing Date: July 15, 2024
Pay: \$30.443- \$38.054/hourly

Position Number: 44865
Position Status: Full-time, PERM
Civil Division or as assigned

Essential tasks: Manage supervisory staff, oversee the planning, scheduling, assigning, reviewing, monitoring and evaluation of work. Identify, evaluate, analyze, define and recommend resolutions to court case management requirements, issues and problems. Plan, draft and coordinate implementation procedures for court case management. Review applicant qualifications and interview applicants for vacant positions. Design and coordinate developmental training plans for subordinates. Forecast, plan, and manage judicial staffing requirements. Effectively recommend hiring and discipline of subordinates. Maintain logs and records and prepare monthly and annual statistical reports. Draft correspondence in reply to inquiries. Ability to get along with others and to work under stress. A copy of the complete job description is available at www.metrocourt.state.nm.us or it may be requested at the Bernalillo County Metropolitan Courthouse in the Human Resource Division.

Qualifications: A high school diploma or GED. Education Substitution: None. Experience: Seven (7) years of experience in legal secretarial or a related field such as advanced customer service, data processing, and banking/financial experience and three (3) years of experience supervising. Education may not substitute for supervisory experience. 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. 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. An additional three (3) years of directly related experience may substitute for the supervisory experience provided the incumbent attends the NMJB Supervisory Mentorship Program Training at their earliest opportunity. Typing Certification: A typing certification with a proficiency score of at least 35 net words per minute may be required from the NM Department of Workforce Solutions (www.dws.state.nm.us). The certification must have been issued within five (5) years' of application. Certification: May be required to obtain and maintain certification for the National Crime Information Center (NCIC) database. May be requested to complete the New Mexico 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, 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** (Revise 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.