



**BERNALILLO COUNTY METROPOLITAN COURT  
JOB RECRUITMENT ANNOUNCEMENT**

**Human Resources Division  
401 Lomas NW  
Albuquerque, New Mexico 87102**

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

**Fax: (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)**

**CERTIFIED COURT MONITOR  
Courtroom Support Division**

**Opening Date: June 17, 2024  
Closing Date: July 30, 2024  
Pay Range: \$15.00 - \$19.624/Hourly**

**Position Number: 886  
Position Status: Full-time, PERM  
Courtroom Support Division or as assigned**

**Essential Tasks:** Under general supervision, ensure accurate, audible and complete recording and logging of verbatim testimony during judicial proceeding; notify court of unsatisfactory recording conditions or any stops in recording; Maintain chronology and number of exhibits; inspect, set and load back-up court recording equipment. Maintain duplicating equipment; ensure proper filing of exhibits and storage of DVDs; Retrieve files; duplicate and track tapes of hearings and/or trials; maintain retention schedule for closed cases; purge and destroy tapes, CDs, logs and exhibits; document erasure of recorded material; process appellate cases in their entirety; screen incoming mail; prepare files for court and distribute accordingly; maintain recording equipment; order and maintain supplies. May perform other duties as assigned to meet the operational needs of the Court. A more comprehensive job description is available 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: One (1) year of court case processing, a legal secretarial or related field such as customer service, data processing. Experience Substitution: None. Certification: Court Monitor Certification must be obtained within six (6) months of hire. **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 and **Resume Supplemental Form** (revised 05/10) and submit with a **signature and date** to the Human Resources Division before **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.**