



BERNALILLO COUNTY METROPOLITAN COURT
JOB RECRUITMENT ANNOUNCEMENT

Human Resource Division
401 Lomas NW
Albuquerque, NM 87102

Telephone: (505) 841-9819
Fax: (505) 222-4823
Email: metrjobs-grp@nmcourts.gov

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

ADMINISTRATIVE ASSISTANT 2
Mediation and Self Help Division

Opening Date: August 5, 2024
Closing Date: August 16, 2024
Pay Range: \$21.106 - \$26.382/hourly

Position No. 924
Position Status: Full-time, PERM
Mediation & Self Help Division or as assigned

Essential Tasks: Under general supervision, coordinate and schedule meetings and activities. Serve as liaison between Administration office and public and governmental agencies. Assist staff attorney; schedule court interpreters; draft agenda, take and prepare meeting minutes. Develop and maintain spreadsheet and databases; enters data; prepare statistical reports; initiate and compose correspondence, office policies and procedures. Respond to Inspection of Public Records requests; assist with compiling the Record Proper and maintain appeal files; handle complaints; maintain calendars, logs, office files and records; act as receptionist; maintain office supplies and prepare work orders. Have the ability to take initiative and to work independently; to coordinate the work of others; to apply relevant court policies and procedures to work assigned; to use good judgment in difficult and demanding situations and assignments. Possess a knowledge of court rules for criminal and civil procedure, legal terminology, legal research, and Court structure. This position will be assigned to perform mediation for civil cases pending in the Metropolitan Court. May perform other duties as assigned to meet the operational needs of the Court.

Qualifications: Education: A high school diploma or GED. **Education Substitution:** None. **Experience:** Four (4) years of experience in a secretarial, clerical, or related field. **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. **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 **Resume and Supplemental Resume form (Revised 5/10)** 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 test 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.