



BERNALILLO COUNTY METROPOLITAN COURT JOB RECRUITMENT ANNOUNCEMENT

Human Resources Division
401 Lomas NW
Albuquerque, NM 87102

Telephone: (505) 841-9819

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Email: metrjobs-grp@nmcourts.gov

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

Judicial Specialist 2 **Customer Service Division**

Opening Date: September 9, 2024
Closing Date: September 20, 2024
Pay Range: \$18.824 - \$23.530/Hourly
Target Range: \$19.418/Hourly

Position Number: 44862
Position Status: Full-time, Perm
Customer Service Division or as assigned

Essential Tasks: Manage court cases in a court of limited original jurisdiction. File court documents and receive fines, fees and bond payments; balance and reconcile daily cash receipts; prepare and makes daily bank deposits. Respond to inquiries from legal and law enforcement community and from the public. 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. Create and maintain hard copy case files and close case files. Arrange for service and mail to parties of a case. Research defendant warrants and prior conviction history. Flag drivers' licenses. Pull case files and court documents; coordinate completion of court documents. Monitor and track sentence deferment and probation compliance records; review files for sentence deferments. Maintain logs and records; prepare statistical reports. Ability to use a computer and computer software. Must be able to get along with others and to work under stress. Knowledge of computer software including Excel, financial accounting and case management systems, word processing and spreadsheets. Skills: meeting deadlines under pressure; maintaining accuracy; being attentive to detail; gathering information and report writing; ability to utilize a computer effectively in word processing, databases, spreadsheets and other software; use a calculator and other office equipment; read and balance cash management reports. Other duties as assigned. May perform other duties 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 Division 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 banking/financial 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. 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 request to complete the NM Court Monitor Certification Examination. **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 7/29/2024) or a **Resume Supplemental Form** (Revised 7/29/2024) 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.