



**BERNALILLO COUNTY METROPOLITAN COURT  
JOB RECRUITMENT ANNOUNCEMENT**

**Human Resource Division  
401 Lomas Blvd NW  
Albuquerque, New Mexico 87102**

**Telephone: (505) 841-9819  
Fax No.: (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)**

**I.T. SPECIALIST SENIOR  
Information Technology Division**

**Opening Date: November 12, 2024  
Closing Date: November 28, 2024  
Pay Range: \$37.582 - \$46.977/Hourly  
Target Pay: \$45.609/Hourly**

**Position Number: 845  
Position Status: Full-time, Regular  
Information Technology Division or as assigned**

**Essential Tasks: *This is an essential position. Employee may be required to work weekends and holidays and during other court closures.* Control, monitor and maintain servers and telecommunication devices including resolution of problems occurring in the systems, evaluating use of existing resources, allocation of new resources and performance optimization. Ensure availability of servers and the network to support the case management needs of the Court. Analyze for acquisition and apply software and hardware fixes to the server or network. Analyze system failures and execute procedures to restore system operations. Monitor server or network performance and anticipate needed changes to optimize performance. Design and test new configurations needed for new applications, new technology or enhanced performance. Use network-based tools to manage PCs including, deploying applications, patches, updates, and configurations. Administer accounts in multiple directories and systems including AD group policy design, configuration, and management. Set up, install and configure hardware and software on PC's, servers, printers, network and peripheral devices. Work with external agencies and vendors. Configure and maintain firewalls and other security measures. Maintain and troubleshoot voice and video over IP systems. Administer and support Cisco and VM Ware technologies. Knowledge of technology used in the judiciary and current systems analysis, development, programming, testing and implementation tools and techniques. Ability to find innovative solutions applying and integrating the concepts and features of technology and to use them for task facilitation. 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 Resource Division of the Metropolitan Court.**

**Qualifications: Education: Bachelors' degree from an accredited college or university in Business Administration or Management, Project Management, Computer Science, Information Technology, IT engineering or other directly related field. Education Substitution: Four (4) years' of directly related or relevant experience may substitute on a year for year basis. Experience: Five (5) years' of general experience in systems design and analysis; and/or client and network support or in programming, applications, systems design and analysis or support, using client/server technology; and/or application support and business analysis, including using client/server technology, analyzing users requirements or preparing recommendations for systems architecture. Experience Substitution: Additional relevant education at the Master's Degree level may substitute for experience at a rate of thirty (30) semester hours' equals one (1) year of experience. **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 07/29/2024) or a resume and a **Resume Supplemental Form** (Revised 07/29/2024) 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 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)*