



**BERNALILLO COUNTY METROPOLITAN COURT
JOB RECRUITMENT ANNOUNCEMENT**

**Human Resource Division
401 Lomas NW
Albuquerque, NM 87102**

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

Email: metrijobs-grp@nmcourts.gov

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

**Procurement Specialist
Purchasing Division**

**Opening Date: November 12, 2024
Closing Date: December 12, 2024
Pay: \$21.106 – \$26.382 hourly
Target Pay: \$24.333/hourly**

**Position Number: 883
Position Status: Full-time, Perm
Purchasing Division or as assigned**

Essential Tasks: Acting under general direction, establish vendor pricing and encumbrances in accordance with Procurement Code. The Procurement Specialist is responsible to determine needs and initiate purchase requisition and inventory control of furniture, equipment, fixed assets, forms to procure supplies and equipment. Processes receipts, post payments, and prepare and make deposits. Assists in budget preparation and monthly reconciliation. Prepares procurement card requests and bids/quotes. May be required to participate in and evaluate Request for Proposals (RFPs), Invitations to Bid (ITBs), Request for Information (RFI), and contracts. Manages and maintains equipment leases, inventories of fixed assets, publications, and database subscribers. Prepares, verifies, orders and enters all invoices and/or purchase documents and review payments in accordance with the State Procurement Code. Coordinates and schedules furniture and equipment moves with divisions and vendors. Processes requests for custom print orders. Processes amendments to court rules and forms for procurement of court rules softbound volumes to be updated. Monitors departmental usage of copy machines and troubleshoot equipment when needed. Organizes registrations and travel plans. Processes and distributes mail. Ships office supplies to court/judicial entity. Coordinates and assists with records management, storage and destruction. May perform other duties as assigned to meet the operational needs of the Court. A more comprehensive copy of the job description is available at <http://metro.nmcourts.gov> or may be obtained in the Human Resource Division of the Metropolitan Court.

Qualifications: Education: High School diploma or General Educational Development (GED). Education Substitution: None Experience: Two (2) years of experience in procurement, inventory control, and basic accounting. Experience Substitution: None **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** (rev. 07/29/2024) or a **Resume Supplemental Form** (rev. 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.*

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.