



**BERNALILLO COUNTY METROPOLITAN COURT  
JOB RECRUITMENT ANNOUNCEMENT**

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

**Telephone: (505) 841-9819  
Fax No.: (505) 222-4823  
Email: [metrjobs-grp@nmcourts.gov](mailto:metrjobs-grp@nmcourts.gov)**

**BUSINESS SPECIALIST II  
Human Resources Division**

**Opening Date: January 6, 2025  
Closing Date: January 17, 2025  
Pay Range: \$23.785 – \$29.731/hourly**

**Position Number: 54458 & 54475  
Position Status: Full-time, Regular  
Human Resources Division or as assigned**

**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)**

**Essential Tasks:**

Acting under general supervision organize and assist with the functions of the Human Resources Division to include planning, organizing, coordinating projects, activities, providing support for projects, and office functions. Drafts, proofreads, edits, and distributes documents, reports, PowerPoint presentations, correspondence and agendas. Serves as a liaison with other court staff, state agencies, and the public. Compiles, analyzes, and prepares statistical reports. Ensures compliance with the New Mexico Judicial Branch Rules, policies and procedures. May manage or administer employee information, pay data, position changes, or reclassifications, new or changed positions and various human resources transactions utilizing the automated human resources system. May administer and audit payroll processes, direct deposit, and related corresponding queries and reports to ensure accuracy. May review, interpret, and/or provide guidance on governmental employment regulations including but not limited to Family Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), Workers' Compensation, and the American's with Disability Act (ADA). May conduct and/or process new employee orientations, terminations, payroll and employee benefits. Coordinates recruitment efforts and job postings and makes recommendations regarding applicant's qualifications. Maintains filing systems and archives personnel actions, records, and/or other documents. May perform other duties as assigned in order to meet the operational needs of the Court.

**Qualifications:**

Education: Bachelor's degree from an accredited college or university in Public or Business Administration, Finance, Accounting or a directly related field. Education Substitution: Four (4) years' of directly related or relevant experience may substitute on a year for year basis. Experience: Two (2) years' of experience in office administration, public administration, banking, human resources, accounting or a directly related field. Experience Substitution: Additional post-secondary education in a related field may substitute for up to two (2) years' of experience. 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 05/10) or a Resume and Resume Supplemental Form (Revised 05/10) 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.**

**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.**