



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: metrjobs-grp@nmcourts.gov

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

I.T. SPECIALIST
Information Technology Division

Opening Date: January 27, 2025
Closing Date: February 7, 2025
Pay Range: \$30.443 - \$38.054 Hourly
Target Pay: \$35.838 Hourly

Position Number: 54464
Position Status: Full-time, Regular
Information Technology Division or as assigned

Essential Tasks: *This is an essential position. Employee is on call and may be required to work weekends and holidays and during other court closures.* Analyze and troubleshoot software, hardware and telecommunication problems. Diagnose application, network and system errors with users to solve problems. Document errors and monitor frequent or recurring problems to identify the need for upgrade in user training, applications, documentation, system and court procedures. Monitor timely resolution of problems, test resolution prior to distribution to users and follow-up with customers to ensure a resolution has been achieved. Develop, manage and maintain change reports to LANs and WANs hardware and software inventory and user configurations. Act as liaison with vendors for hardware repairs. Develop and maintain system documentation regarding physical topology, equipment, environment and/or software. Prepare and distribute user documentation. Administer user accounts, security access to applications and systems. Administer e-mail, including account creations and deletions. Must be able to maintain confidentiality. Have the ability to get along with Judges, fellow employees and others and to work under stress. 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: None. **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*

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.