



**BERNALILLO COUNTY METROPOLITAN COURT
JOB RECRUITMENT ANNOUNCEMENT**

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

**Telephone (505) 841-9819
Fax (505) 222-4823**

Email: metrjobs-grp@nmcourts.gov

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

**Judicial Specialist 2
Background Investigations Division**

**Opening Date: February 3, 2025
Closing Date: February 14, 2025
Pay Range: \$18.824 - \$23.530/Hourly
Target Pay: \$19.418/Hourly**

**Position Number: 43785
Position Status: Full-Time, PERM
Background Investigations Division or as assigned**

A shift differential of \$3.00 per hour is paid for hours worked between 6 p.m. and 7 a.m. Employee in this position is required to work rotating shifts, evenings, nights, weekends, holidays and when the Court is closed because of inclement weather. Work is performed at the Courthouse or at the Metropolitan Detention Center. The entire Metropolitan Detention Center property is a smoke free environment. Employees are not allowed tobacco products in their vehicles. Dress codes apply both at the Court and at the Metropolitan Detention Center.

Essential Functions: Manage court cases in a court of limited original jurisdiction. Open cases and perform in-depth records checks utilizing computerized court records and NCIC information; receive fines, fees and bond payments; balance and reconcile daily cash receipts; generate legal documents such as court date notices. Respond to inquiries from legal and law enforcement community and from the public. Enter case information into an automated case management system. Generate court documents. Collect and initiate bookings from detention center; issue conditions of release instructions. Research defendant wants, warrants and prior conviction history. Maintain logs and records; prepare statistical case management and financial reports. Have the ability to get along with others and to work under stress. 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 Resources Division of the Metropolitan Court. **Must successfully complete NCIC training and certification requirements and keep certification current.**

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/or 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 requested to complete the NM Court Monitor Certification Examination. **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 Supplemental Resume form (Revised 07/29/2024) 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 test 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.