



BERNALILLO COUNTY METROPOLITAN COURT JOB RECRUITMENT ANNOUNCEMENT

Human Resources Division
401 Lomas NW
Albuquerque, NM 87102

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

PROGRAM/PROJECT SPECIALIST **Grant Management-Finance Division**

Opening Date: February 3, 2025

Closing Date: February 14, 2025

Pay Range: \$21.06/Hourly - \$26.382/Hourly

Position Number: 849

Position Status: Full-time, PERM

Finance Division or as assigned

Essential Tasks: Acting under general direction is responsible for providing administrative, clerical, and technical assistance in the development of programs or project plans within the Grant Management-Finance Division. Prepares and distributes statistical reports, and collects performance measure data from probation and case management staff. The position will review data for quality assurance, and submit this information to the Grant Administrator for approval. The position will operate, and maintain several Excel spreadsheets for services referred and compliance of community referrals. Will assist with the development of schedules and tracking program or project goals and deadlines. May perform other duties 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.

Qualifications: Education: Associate's Degree from an accredited college or university in Criminal Justice, Business or Public Administration, social sciences or a related field. Education Substitution: Two (2) years of experience, performing increasingly responsible administrative or clerical duties for a Special Court Program may substitute for education on a year for year basis. **Experience:** Two (2) years of administrative and/or clerical experience related to programs or projects, including experience as a legal office specialist. Experience Substitution: 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. Other: May be required to obtain and maintain National Crime Information Center (NCIC) certification within six (6) months of hire. **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, judges, and justices.

*Applicants interested in applying should complete a **New Mexico Judicial Branch Application for Employment** (Revised 07/29/2024) or a **Resume Supplemental 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 text message when job opportunities become available, please visit the following website : https://webapps.metrocourt.state.nm.us/HRjobsapp/job_ops