



BERNALILLO COUNTY METROPOLITAN COURT JOB RECRUITMENT ANNOUNCEMENT

Human Resources Division
401 Lomas NW
Albuquerque, NM 87102

Telephone: (505) 841-9819

Fax No.: (505) 222-4823

Email: metrijobs-grp@nmcourts.gov

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

Judicial Specialist 2 Probation Specialty Division – Specialty Courts

Opening Date: November 3, 2025

Closing Date: November 17, 2025

Pay Range: \$19.577 - \$24.471/Hourly

Target Pay Rate: \$22.750/Hourly

Position Numbers: 54609

Position Status: Full-time, Perm

Probation Specialty Court Division or as assigned

Essential Tasks: Manage court cases in a court of limited original jurisdiction. File court documents and receive fines, fees and bond payments; balance and reconcile daily cash receipts; prepare and makes daily bank deposits. Respond to inquiries from legal and law enforcement community and from the public. Research automated and hard copy files for case status information and information regarding parties to case. Enter case information into an automated case management system. Create and maintain hard copy case files and close case files. Arrange for service and mail to parties of a case. Research defendant warrants and prior conviction history. Flag drivers' licenses. Pull case files and court documents; coordinate completion of court documents. Monitor and track sentence deferment and probation compliance records; review files for sentence deferments. Maintain logs and records; prepare statistical reports. Ability to use a computer and computer software. Must be able to get along with others and to work under stress. Knowledge of computer software including Excel, financial accounting and case management systems, word processing and spreadsheets. Skills: meeting deadlines under pressure; maintaining accuracy; being attentive to detail; gathering information and report writing; ability to utilize a computer effectively in word processing, databases, spreadsheets and other software; use a calculator and other office equipment; read and balance cash management reports. May perform other duties to meet the operational needs of the Court. A more comprehensive job description may be viewed at <http://metro.nmcourts.gov> or may be obtained in the Human Resources office of the Metropolitan Court.

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. Education 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. **Post-offer background history and fingerprint check is required.**

Working Conditions: Work is performed in an office, court setting, or designated work area. The work is performed in an often fast paced, stressful work environment, and under severe time constraints to meet multiple demands. While performing the duties of the job, the employee is regularly required to perform repetitious hand, arm and finger motions as well as use manual/finger dexterity, sit for long periods of time, stand for hours and walk often, lift, climb ladders, kneel/stoop, move, pull and carry up to twenty-five (25) pounds; travel, work overtime and/or flexible work hours including shift work (24/7), weekends and holidays; and exposed to fluctuating building temperatures. The employee may be exposed to hostile or violent situations that may arise when dealing with individuals involved in court cases, disturbing or hazardous court exhibits and contagious health conditions.

*Applicants should complete a **New Mexico Judicial Branch Application for Employment** (Revised 05/10) or **Resume Supplemental Form** (Revised 05/10) and submit with a **signature and date** to the Human Resources Division before **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.