



**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

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

**HUMAN RESOURCES SUPERVISOR
Human Resources Division**

**Opening Date: December 08, 2025
Closing Date: December 19, 2025
Pay: \$31.66– \$39.576/hourly**

**Position Number: 28002
Position Status: Full-time, Perm
Human Resource Division or as assigned**

Essential Tasks: Acting under general direction manage the operational, administrative and functional human resource areas. This includes disciplinary actions, job classifications, compensation, investigations and equal employment opportunity issues, staff training, and implementation of court rules, policies and procedures; compile and maintain court statistical reports; participate in budgetary process; ensure all human resources work is processed in a timely, prompt, accurate, complete, proper and efficient manner; direct the distribution of work and review the day-to-day functions of the division, implement changes necessary for efficient operations; work with staff to ensure that standards, rules and procedures, state and federal laws are consistently followed; work with staff to ensure that errors are corrected; prepare management reports; interact as a representative of the human resources division with other judicial entities and other duties as assigned.

Qualifications: **Education:** Bachelor's Degree from an accredited college or university in Human Resources, Psychology, Business Administration, Judicial Administration, Public Administration, English, Journalism, Public Relations, or related field. **Education Substitution:** Four (4) years' of directly related or relevant experience may substitute on a year for year basis. **Experience:** Six (6) years of experience in human resources, employment law, budget, payroll and benefits, classification and compensation, employee recruitment, training, of which one (1) year must have been as a supervisor. **Experience Substitution:** Current Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification may count for one (1) year of work experience or relevant graduate level education may substitute for up to two (2) years' experience at a rate of thirty (30) semester hours' equals one (1) year of experience. Education may not substitute for supervisory experience. **Supervisory Substitution:** Leadworker duties may be considered on a prorated basis for supervisory experience at a rate of one (1) year of performing leadworker duties equals six (6) months of supervisory 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 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://metroweb.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.