



BERNALILLO COUNTY METROPOLITAN COURT
JOB RECRUITMENT ANNOUNCEMENT

Human Resource Division
401 Lomas NW
Albuquerque, New Mexico 87102

Telephone: (505) 841-9819

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Email: metrjobs-grp@nmcourts.gov

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

Judicial Specialist Senior or Judicial Specialist 2
Courtroom Support Division

Opening Date: July 20, 2026

Closing Date: July 31, 2026

Pay Range: Judicial Specialist Sr. \$22.169 - \$27.711/Hourly
Judicial Specialist 2: \$19.773 - \$24.716/Hourly

Position Number: 27996

Position Status: Full-time, Perm

Courtroom Support Division or as assigned

Essential Tasks: *This is an essential position.* Under general supervision will perform clerical and technical duties involved in case processing, file maintenance, case management and the conduct of the clerical business of the Court. Provide support to the bench during court as directed by the judge. 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. Generate court documents for mailing. Research defendant warrants and prior conviction history. Prepare motor vehicle documents. Docket case events concisely and logically. Coordinate completion of court documents and docket court judgments and sentences. Track open cases to ensure actions required are taken within required deadlines. Notify interested parties of case settings, the vacating of settings, or settlement. May perform court monitor duties. Have the ability to work with others and to work under stress. **Assignment of this position will be in a courtroom.** May perform other duties as assigned to meet the operational needs of the Court. **May be required to pass monitoring certification testing and have the ability to operate recording equipment for long periods of time while listening to delayed dialogue through earphones and/or be able to monitor multiple courtrooms from a remote location while typing pertinent information on appropriate logs following established procedures.** 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: **Judicial Specialist Senior:** **Education:** A high school diploma or GED. **Education Substitution:** None. **Experience:** Four (4) 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, of which three (3) years must have been in court case processing or related 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. **Senior Clerk Experience (including but not limited to):** training, mentoring, developing or assisting in the development of employee performance plans and appraisals, addressing concerns, and troubleshooting problems. **Certification:** May be requested to complete the NM Court Monitor Certification Examination. May be required to obtain and maintain certification for the National Crime Information Center (NCIC) database. **Post-offer background history and fingerprint check is required.**

Judicial Specialist 2: **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. **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 7/29/24) or a Resume Supplemental Form (Revised 7/29/24) 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 Resources Division at (505) 841-9819 of the need for an accommodation.