



BERNALILLO COUNTY METROPOLITAN COURT JOB RECRUITMENT ANNOUNCEMENT

Human Resources Division
401 Lomas NW
Albuquerque, NM 87102

Telephone: (505) 841-9819

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Email: metrjobs-grp@nmcourts.gov

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

Deputy Court Executive Officer 2 Administration Division

Opening Date: May 15, 2026

Closing Date: May 29, 2026

Salary: \$39.085 - \$48.856/hourly DOE

Position No. 870

Position Status: Full-time, At-Will

Administration Division

This posting may be used to fill multiple positions

Essential Tasks: *This is an essential position. Employee may be required to work weekends and holidays and during other court closures.* This is a senior-level management position that reports directly to the Court Executive Officer. This Deputy Court Executive Officer acts as the Clerk of the Court and oversees and directs the case management divisions of the Court which include criminal and civil cases. Work closely with court judges, law enforcement representatives, the Metropolitan Detention Center and city and county officials. Participate on statewide committees. May testify before legislative committees. May perform other duties in order to meet the operational needs of the Court. A copy of the complete job description is available at <https://metro.nmcourts.gov/> or may be requested at the Bernalillo County Metropolitan Courthouse in the Human Resources Division.

Qualifications: Education: Bachelor's degree from an accredited college or university in Business or Public Administration, Judicial Administration, Criminology, Management or a directly related field. **Education Substitution:** Four (4) years of directly related or relevant experience. **Experience:** Five (5) years of experience in court management or a criminal justice system overseeing multiple disciplines such as budget, finance, procurement, human resources, contracts administration, or a directly related field, and two (2) years' experience supervising multiple staff. **Experience Substitution:** Relevant graduate level education may substitute for up to two (2) years experience at a rate of 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. Assigned leadworker duties include but are not limited to: Train, mentor, and develop employees; direct, plan, schedule, assign, and review the work of others; develop or assist in the development of employee performance plans and appraisals; and address concerns and troubleshoot problems. An additional two (2) years of directly related experience may substitute for the supervisory experience provided the incumbent attends the NMJB Supervisory Mentorship Program Training at their earliest opportunity. **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 should complete a *New Mexico Judicial Branch Application for Employment (Revised 07/29/2024)* or *Resume Supplemental Form (Revised 07/29/2024)* and submit with a signature prior to 5 p.m. on the closing date to the Human Resource Division before 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

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.