



**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: metrjobs-grp@nmcourts.gov

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

**I.T. SPECIALIST MANAGER
Information Technology Division**

Opening Date: July 6, 2026

Closing Date: July 17, 2026

Pay Range: \$42.225 - \$52.781/Hourly

Position Number: 44858

Position Status: Full-time, Perm

Information Technology Division or as assigned

Essential Tasks: Control, monitor and maintain servers and telecommunication devices including resolution of problems occurring in the systems, evaluating use of existing resources, allocation of new resources and performance optimization. Ensure availability of servers and the network to support the case management needs of the Court. Analyze for acquisition and apply software and hardware fixes to the server or network. Analyze system failures and execute procedures to restore system operations. Monitor server or network performance and anticipate needed changes to optimize performance. Design and test new configurations needed for new applications, new technology or enhanced performance. Use network-based tools to manage PCs including, deploying applications, patches, updates, and configurations. Administer accounts in multiple directories and systems including AD group policy design, configuration, and management. Set up, install and configure hardware and software on PC's, servers, printers, network and peripheral devices. Work with external agencies and vendors. Configure and maintain firewalls and other security measures. Maintain and troubleshoot voice and video over IP systems. Administer and support Cisco and VM Ware technologies. Knowledge of technology used in the judiciary and current systems analysis, development, programming, testing and implementation tools and techniques. Ability to find innovative solutions applying and integrating the concepts and features of technology and to use them for task facilitation. May perform other duties as assigned to meet the operational needs of the Court. A more comprehensive job description is available at <http://metro.nmcourts.gov> or may be obtained in the Human Resources office of the Metropolitan Court.

Qualifications: **Education:** Bachelor's degree in business administration or management, project management, computer science, IT related engineering, or another related field. **Education Substitution:** Four (4) years relevant experience, and/or a combination of relevant experience and technical education will substitute for education on a year for year basis. **Experience:** Five (5) years of general IT experience. The following specific concurrent experience must be included within the general experience requirements: Three (3) years of technical experience including, but not limited to: technical project management, systems analysis, and application development; Two (2) years supervision. **Experience Substitution:** Additional relevant education at the Master's Degree level may substitute for experience at a rate of 30 semester hours equals one (1) year of experience. Education may not be substituted for the specific experience required. **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.

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 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. **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.