NEW MEXICO JUDICIAL BRANCH

BUSINESS SPECIALIST II
(Classified)

TARGET SALARY: $51,965-$103,929 annually, or $24.983-$49.966 hourly depending upon experience (pay range II)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 9526JB
BENEFITS: Competitive benefits package offered

THE NEW MEXICO JUDICIARY

The Mission of the New Mexico Judiciary is to protect the rights and liberties of the people of New Mexico guaranteed by the Constitution and laws of the State of New Mexico and the United States; to resolve legal disputes fairly, and to ensure access to justice for all.

GENERAL STATEMENT OF DUTIES

Acting under general supervision may organize and assist with the overall business functions in the administrative, fiscal, and/or human resource operations of a court.

EXAMPLES OF JOB DUTIES

- **The Business Specialist II** is responsible for planning, organizing, and coordinating projects, activities, providing support for projects, and office functions and may be assigned specific responsibilities related to fiscal or human resources operations.
- Drafts, creates, proofreads, edits, and distributes documents, reports, PowerPoint presentations, correspondence, agendas and minutes for meetings.
- Ability to answer telephones, provide customer service and greet visitors.
- Ability to utilize the case management system to perform basic functions necessary for researching of case information.
- Procures office supplies, fixed assets, and inventory.
- Serves as a liaison with judges, court staff, law enforcement agencies, state agencies, and the public.
- Coordinates repair of equipment and arranges for disposal of equipment.
- Communicates changes in processes, rules, and systems to other employees.
- Reviews applications, evaluate applicant's skills and make recommendations regarding applicant's qualifications.
- Schedules interviews, checks references, and completes background checks.
- Uses electronic databases to manage and track information and data.
- Compiles, analyzes, and prepares statistical reports.
- Ensures compliance with judicial branch, financial and/or human resources policies and procedures.
- Present or develop training programs, prepare employment letters, employee files, and complete human resources forms.
- Prepares and submits administrative, financial, business or human resources documents and reports.
- Track capital inventory for a division or court and keep current records of fixed assets.
- Provides assistance with administrative, budget, human resources, operational, or

legislative projects.

- Assists external auditors, and/or prepares documentation for financial audits.
- Participates in creating and implementing specialized projects in the area of human resources, which may include but are not limited to, Equal Employment Opportunity (EEO), Employee Relations, Training, Performance Appraisals, Investigations and Compensation Analysis.
- Provides and develops customized reports in order to identify trends, correlations to uncover insights, and/or audit data.
- Coordinates recruitment efforts and job postings and makes recommendations regarding applicant's qualifications.
- Maintains filing systems and archives personnel actions, records, and/or other documents.
- Manage or administer employee information, pay data, position changes, or reclassifications, new or changed positions and various human resources transactions utilizing the automated human resources system.
- Administer and audit payroll processes, pay vouchers, direct deposit, and related corresponding queries and reports to ensure accuracy.
- Track and prepare travel or other reimbursements.
- Assist with appropriation requests, operating budgets, supplemental budget requests, and/or budget adjustment requests.
- Assists with the procurement process, which may include RFPs and contract management.
- Performs accounting or fiscal functions and assist with the preparation of the courts annual operating budget.
- Interact calmly and professionally with irate individuals.
- Provide customer service information by providing general procedural information without giving legal advice.
- Prepare, process, and post vouchers, operating transfers, encumbrances, warrants and warrant cancellations.
- Review, interpret, and/or provide guidance on governmental employment regulations including but not limited to Family Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), Workers' Compensation, and the Americans with Disability Act (ADA).
- Log and reconcile bank statements to daily receipts and monthly reports, and assists with bookkeeping functions.
- Prepare unclaimed property reports and operating transfers for unclaimed property.
- Conduct and/or process new employee orientations, terminations, payroll and employee benefits.
- Provide guidance and assistance regarding progressive disciplinary matters.
- May be assigned supervisory duties under the mentorship of a supervisor or manager.
- Act as IT site coordinator and maintain website.
- Troubleshoots IT and equipment problems and provides technical assistance.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of office management and administration; basic accounting, auditing, and reconciliation practices and procedures; human resources practices, principles, and techniques; auditing procedures and practices; purchasing

and procurement processes; governmental processes; cash management; contract management; general budgeting and fiscal management; business administration and management principles; strategic planning; and coordination of people and resources.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university in Public or Business Administration, Finance, Accounting or a directly related field.

> **Education Substitution:** Four (4) years of directly related or relevant experience may substitute on a year for year basis.

Experience: Two (2) years of experience in office administration, public administration, banking, human resources, accounting or a directly related field.

> **Experience Substitution:** Additional post-secondary education in a related field may substitute for up to two (2) years of experience. Thirty (30) semester hours equals one (1) year of experience.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

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, judges, and justices.

** This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed*

BENEFITS

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employee assistance program (EAP) [http://www.mybenefitsnm.com/]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid vacation and sick leave up to eight (8) weeks
- Eleven (11) paid holidays
- Up to 12 weeks of paid parental leave
- Deferred Compensation 457(b) plan
- Lifetime Defined Benefits Retirement Plan [http://www.nmpera.org/]
- Flexible work schedules and alternative work locations*
- Free health care, Rx, and lab work at the facility (Stay Well Health Center) in Santa Fe, NM
- Bilingual compensation*
- Training and career development opportunities
- Higher education opportunities, educational leave, and tuition reimbursement

- May qualify for the Public Service Loan Forgiveness Program (PSLF)
- May receive overtime holiday or shift differential pay*
- May receive physical fitness leave*
- What are your benefits worth? Click here to find out

These benefits vary by job classification or need

START YOUR CAREER

Experience the difference, work for the Judiciary! Apply here!

History of Job Description: Dev: 06/23/15, Rev: 02/07/20, Benefits updated: 02/26/21; Rev: 04/19/21, Audit: 12/31/22, Rev. Pay Ranges: 07/08/23, 07/06/24, 07/05/25, 07/04/26

The state of New Mexico is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. The state provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disability Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Administrative Office of the Courts Human Resources Division at 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.