

NEW MEXICO JUDICIAL BRANCH

STOREKEEPER (Classified)

TARGET SALARY: \$34,299-\$68,600 annually, or \$16.490-\$32.981 hourly depending upon experience (pay range EE)
LOCATION: Varies, statewide locations
FLSA STATUS: Non-Exempt
JOB CODE: 2570JB
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 supervision, receive and process approved purchase orders, maintain fixed assets including distribution, inventory and related records.

EXAMPLES OF JOB DUTIES

- **The Storekeeper** is responsible for the overall procurement process, inventory control, and maintenance of supply room stocks.
- Conducts periodic inventories and physical asset audits.
- Prepares purchase orders for vendors.
- Exercises professional customer service to internal and external customers.
- Acts as a liaison between vendors and the court/judicial entity.
- Ensures equipment, materials, assets and documents are received and transported properly.
- Processes documentation in compliance with court/judicial entity policies.
- Coordinates and assists with records management.
- Assists with storage and destruction oversight and management.
- Processes and distributes mail, packages, equipment and maintains mailing equipment.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of inventory control, fixed asset software programs, purchase order and receiving procedures, bid process, basic accounting, computer software including spreadsheets and databases, audiovisual and telephone systems, records management and retention, and troubleshooting audiovisual and telephone equipment.

MINIMUM QUALIFICATIONS

Education: High School diploma or General Educational Development (GED).

Education Substitution: None

Experience: One (1) year experience in procurement, inventory control, cash handling and basic mathematics

Experience Substitution: None

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. Candidate may have to maneuver objects up to 25 pounds.

** 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: 03/09/98, 06/02/05, 08/31/10, Rev: 10/28/16, 11/01/19, Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 0708/23, 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.