

NEW MEXICO JUDICIAL BRANCH

BUSINESS SPECIALIST I (Classified)

TARGET SALARY: \$42,621-\$85,243 annually, or \$20.491-\$40.982 hourly depending upon experience (pay range HH)
LOCATION: Varies, statewide locations
FLSA STATUS: Non-exempt
JOB CODE: 9525JB
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 direction 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 I** is responsible for assisting with day-to-day projects and activities, and providing support for projects and office functions and may be assigned specific responsibilities related to fiscal or human resources operations.
- Prepares and distributes materials, documents, reports, PowerPoint presentations, copies, agendas, and minutes for meetings.
- Ability to answer telephones, provide customer service and greet visitors.
- Provide customer service information by providing general procedural information without giving legal advice.
- 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.
- Maintains filing systems and archives personnel actions.
- Assists with personnel actions and prepares and completes human resource documents.
- Tracks and prepares travel or other reimbursements.
- Coordinates activities, meetings, and services with outside agencies.
- Schedules interviews, checks references, and completes background checks.
- Uses electronic databases to manage and track information and data.
- Provides assistance, and follow-ups on inquiries from judges, managers, supervisors, and staff.
- May conduct and/or process new employee orientations, terminations, payroll and employee benefits.
- Act as IT site coordinator and maintain website.

- Troubleshoots IT and equipment problems and provides technical assistance.
- Prepare, process, and post vouchers, operating transfers, encumbrances, warrants and warrant cancellations.
- 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.
- Ensures compliance with judicial branch, financial and/or human resources policies and procedures.
- Provides assistance with budget, human resources, operational, or legislative projects
- Assists external auditors, and/or prepares documentation for financial audits.
- Coordinates recruitment efforts and job postings and makes recommendations regarding applicant's qualifications.
- Present or develop training programs, prepare employment letters, employee files, and complete human resources forms.
- Prepare unclaimed property reports and operating transfers for unclaimed property.
- Review, interpret, and/or provide guidance on governmental employment regulations including but not limited to Family Medical Leave Act (FMLA), Fair Labor Standards (FLSA), Workers' Compensation, and the American's with Disability Act (ADA).
- 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.
- Participate 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, Performance Appraisals, Investigations and Compensation Analysis.
- Track capital inventory for a division or court and keep current records of fixed assets.
- Administer and audit payroll processes, pay advices, direct deposit, and related corresponding queries and reports to ensure accuracy, and oversee and administer employee benefits.
- Provide assistance regarding progressive disciplinary matters.
- Interact calmly and professionally with irate individuals.
- Assist with budget, bookkeeping functions, and legislative projects.
- Processes vouchers and warrants and make daily deposits.
- 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 and management principles; strategic planning; and coordination of people and resources.

MINIMUM QUALIFICATIONS

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

Education Substitution: Two (2) 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 one (1) year 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 time off, up to eight (8) weeks
- Paid time off and retirement buyback
- 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, Audit: 12/31/22, Rev. Pay Ranges: 07/08/23

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.