

NEW MEXICO JUDICIAL BRANCH

FINANCIAL SPECIALIST TECHNICIAN

(Classified)

TARGET SALARY: \$38,014-\$76,028 annually, or \$18.276-\$36.552 hourly depending upon experience (pay range GG)

LOCATION: Varies, statewide locations

FLSA STATUS: Non-Exempt

JOB CODE: 2550JB

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 direct supervision performs basic accounting and bookkeeping functions.

EXAMPLES OF JOB DUTIES

- **The Financial Specialist Technician** is responsible for balancing and reconciling daily cash payments and preparing deposits to the State Treasurer or various trust accounts.
- Processes jury, witness, interpreter and court appointed attorney fees and payments.
- Verifies journal tapes from cash registers and case received.
- Posts information to appropriate accounts in an automated accounting system.
- Files, verifies, and separates felony and misdemeanor surety bonds.
- Maintains a log of non-sufficient fund checks.
- Mails information to a collection agency for collection.
- Reconciles agency financial reports to bank statements and to the Department of Finance and Administration.
- Receives, posts, balances and disburses surety bonds in accordance with court orders.
- Updates case files for disposition of bonds and forfeiture hearings.
- Receives, processes, and transfers bonds to and from counties and district courts for Grand Jury Indictments.
- Prepares payment vouchers for court operations, attorney, interpreter, jury and witness fees for processing.
- Receives, verifies, posts and distributes payment warrants.
- Maintains internal user accounts and collects amounts due from court divisions and/or individual employees.
- Oversees and processes child support payment and ensures that it meets established court guidelines.
- Audits and verifies daily bank deposits, prepares daily deposit log, and cash received by other employees.
- Maintains the inventory of supplies and fixed assets.
- Verifies and/or prepares purchase orders, payment vouchers and encumbrances.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of accounting practices and procedures; processing surety bonds; processing fees; meeting deadlines; providing customer service, maintaining a high degree of accuracy and being attentive to detail; apply and ensure compliance with rules, regulations, policies and procedures related to fiscal matters; and read case files to assess fees and understand court operations.

MINIMUM QUALIFICATIONS

Education: Associate's degree from an accredited college or university in Public Administration, 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: None.

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.

** 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: 03/09/98, Rev: 06/02/05, 08/31/10, 10/28/16, 02/06/20, 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.