

NEW MEXICO JUDICIAL BRANCH

PROCUREMENT SPECIALIST

(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: 2565JB

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, establish vendor pricing and encumbrances in accordance with Procurement Code.

EXAMPLES OF JOB DUTIES

- **The Procurement Specialist** is responsible to determine needs and initiate purchase requisition and inventory control of furniture, equipment, fixed assets, forms to procure supplies and equipment.
- Processes receipts, post payments, and prepare and make deposits.
- Assists in budget preparation and monthly reconciliation.
- Prepares procurement card requests and bids/quotes.
- Manages and maintains equipment leases, inventories of fixed assets, publications, and database subscribers.
- Prepares, verifies, orders and enters all invoices and/or purchase documents and review payments in accordance with the State Procurement Code.
- Coordinates and schedules furniture and equipment moves with divisions and vendors.
- Processes requests for custom print orders.
- Processes amendments to court rules and forms for procurement of court rules softbound volumes to be updated.
- Monitors departmental usage of copy machines and troubleshoot equipment when needed.
- Organizes registrations and travel plans.
- Processes and distributes mail.
- Ships office supplies to court/judicial entity.
- Coordinates and assists with records management, storage and destruction.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should be able to demonstrate their knowledge of inventory control and fixed assets; purchase order procedure; bid process procedure including Memoranda of Understanding (MOUs), Request for Proposals (RFPs), Invitation to Bid (ITB), Request for

Information (RFI), Request for Qualifications (RFQ), and contracts; basic accounting; telephone systems; records management and the State of New Mexico Procurement Code.

MINIMUM QUALIFICATIONS

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

Education Substitution: None

Experience: Two (2) years of experience in procurement, inventory control, and basic accounting.

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, 06/02/08, 08/04/10, 10/28/16, Rev: 11/01/19, Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 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.