



**BERNALILLO COUNTY METROPOLITAN COURT
JOB RECRUITMENT ANNOUNCEMENT**

**Human Resources Division
401 Lomas NW
Albuquerque, New Mexico 87102**

Telephone: (505) 841-9819

Fax No.: (505) 222-4823

Email: metrjobs-grp@nmcourts.gov

Apply Now: <https://app.metrocourt.state.nm.us/jobpostingsexternal>

**HUMAN RESOURCES ADMINISTRATOR SENIOR
Human Resource Division**

Opening Date: October 28, 2024

Closing Date: Open Until Filled

Pay: \$27.054 – \$33.818/hourly

Position Number: 54757

Position Status: Full-time, Regular

Human Resource Division or as assigned

Essential Tasks: Under direction, provide guidance, information and training to employees, supervisors, managers and judges regarding employment law, classification and compensation, recruitment and retention; position allocation; budget; time administration; payroll; benefits; federal and state law, rules, regulations, policies and procedures and accurately process all human resource transactions; provide assistance and coaching on performance evaluations, hiring, training and discipline. Answer questions or inquiries from contracted providers, other agencies and the public. Create and change position profiles; enter employee payroll, benefit data and status on databases; reconcile position and employee data on monthly organizational listing report. Identify personal services budget elements required for budget requests, operating budgets and budget monitoring; monitor personnel services budget expenditures; develop automated reporting formats; run budget reports. Verify individual compensation rate and deductions; review and verify time reports; process payroll corrections and reconcile payroll. Identify training goals and objectives; compile training syllabus and visual aids; facilitate training sessions. Review and process requests for Family Medical Leave; review and process Worker's Compensation claims and documents. Develop automated reporting formats and coordinate data interfacing for federal human resource reporting requirement. Have the ability to get along with others and to work under stress. Keep matters confidential and maintain a professional demeanor. Provide a high level of customer service. A more comprehensive job description may be viewed at <https://metro.nmcourts.gov/> or may be obtained in the Human Resource office of the Metropolitan Court.

Qualifications: Education: Bachelor's Degree from an accredited college or university in Human Resources, Psychology, Business Administration, Judicial Administration, Public Administration, English, Journalism, Public Relations or related field. Education Substitution: Four (4) years of directly related or relevant experience may substitute on a year for year basis. Experience: Four (4) years of experience in human resources administration, management or organizational development, employee relations; employment law, classification; compensation; employee recruitment and retention, personnel related training, HR analytics, performance appraisal management or development; policy or rule development; and/or payroll and benefits. Experience Substitution: Current Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification may substitute for one (1) year of work experience. Relevant graduate level education may substitute at a rate of thirty (30) semester hours equals one (1) year of experience. **A post-offer background history and fingerprint check is required**

Working Conditions: 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, and judges and justices.

*Applicants interested in applying should complete a **New Mexico Judicial Branch Application for Employment** (Revised 05/10) or a **Resume Supplemental Form** (Revised 05/10) and submit with a signature and date to the Human Resources Division prior to 5 p.m. on the closing date. Mailed applications must be received by 5 p.m. on the closing date. **If you would like to receive a text message when job opportunities become available, please visit the following website <https://app.metrocourt.state.nm.us/jobpostingsexternal>***

The Bernalillo County Metropolitan Court is an Equal Opportunity Employer and applicants selected for an interview must notify the Human Resource Division at (505) 841-9819 of the need for an accommodation.