

NEW MEXICO JUDICIAL BRANCH

BUSINESS SPECIALIST I

(Classified)

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

SUMMARY

Under general supervision, organize and assist with the business, fiscal, and/or human resource functions of a court.

QUALIFICATIONS

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

Education Substitution: High School Diploma or GED and two years of experience in office administration, public administration, banking, human resources, accounting or a related field.

Experience: Two (2) years of experience in office administration, public administration, banking, human resources, accounting or a 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.

Other: Completion of a post offer background investigation may be required (i.e. work history, criminal record, driving record, etc.).

Knowledge: Knowledge of customer service practices; computer software applications (i.e., word processing, spreadsheets, databases, e-mail and Internet); office administration and practices; basic accounting, auditing, and reconciliation practices and procedures; human resources practices, principles, and techniques; general office practices and administration.

Skill and Ability: **Skill** in working independently and managing time effectively; maintaining a high degree of accuracy; organizing and setting priorities; multi-tasking; meeting deadlines under pressure; active listening; dealing with people diplomatically; being courteous; using common sense; maintaining professional demeanor and composure; using a computer and computer software; running reports; recognizing important details that may need further action; researching and retrieving information using databases; and being organized. **Ability** to apply relevant policies and procedures to assigned work; establish and maintain cooperative working relationships; participate in a team environment; maintain confidentiality and flexibility as necessary;

communicate effectively both orally and in writing; assimilate information and provide as accurate a response as possible; maintain accurate files and records; file; type and enter data precisely.

EXAMPLES OF WORK PERFORMED

Business/Administrative – Assist with day-to-day projects and activities; provide support for projects and office functions; draft, proofread, edit, and disseminate documents and correspondence; prepare and distribute materials, documents, reports, Power Point presentations, copies, agendas and minutes for meetings; maintain records; coordinate activities, meetings, and services with outside agencies; use electronic databases to manage and track information and data; assist with the procurement of goods and services; assist with budget and legislative projects.

Financial – assist with bookkeeping functions; track and prepare travel or other reimbursements; process vouchers and warrants; post monthly transactions and reconcile reports; process daily deposits; record transactions; log and reconcile bank statements to daily receipts and monthly report; prepare and submit financial reports; procure office supplies, fixed assets and inventory; maintain inventory of office supplies; coordinate repair of equipment and arrange for disposal of equipment; assist with processing unclaimed property; and assist external auditors.

Human Resources – conduct new employee orientations; process employee terminations; process payroll and administer employee benefits; communicate changes in processes, rules and systems to other employees; track daily attendance in SHARE; coordinate recruitment efforts and job postings; review applications, evaluate applicants skills and make recommendations regarding applicant's qualifications; schedule interviews, check references, complete background checks; maintain filing systems and archive personnel actions; and assist with personnel actions and prepare and complete human resource documents (i.e., hire, FMLA, leave donations, classification or pay change);

Customer Service – Serve as a liaison with other court staff, state agencies and the public; provide direction, assistance and follow-up on inquiries from judges, managers, supervisors, and employees. **MAY** - maintain web site(s); act as IT site coordinator; trouble- shoot IT and equipment problems and provide technical assistance.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative 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, field or court setting. Travel may be required in the course of work (including meeting attendance and training) and a valid New Mexico driver's license is required. The employee is expected to be punctual and to adhere to assigned work schedule. Assigned work schedules may be flexible, to include days, nights, weekends and holidays; and overtime may be required. The employee must regularly interact positively with co-workers, clients, the public, judges and justices; work under severe time constraints and meet multiple demands from multiple sources. The work requires prolonged use of computers, repetitious hand, arm and finger motions as well as manual/finger dexterity. The employee must be able to kneel, stoop, lift, pull and/or carry up to 25 pounds. The employee may be required to sit or stand for long periods of time. The employee may be exposed to fluctuating outdoor and building temperatures; hostile or violent situations that may arise when dealing with individuals involved

in court cases or contagious health conditions. **Field Support** - The employee may be required to drive to remote judicial entities.

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