

NEW MEXICO JUDICIAL BRANCH

BUSINESS SPECIALIST II

(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. May be assigned supervisory duties under the mentorship of a supervisor or manager.

QUALIFICATIONS

Education: Bachelor'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 four (4) 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 two (2) years 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 management; office administration and practices; basic accounting, auditing, and reconciliation practices and procedures; human resources practices, principles, and techniques; advanced office practices and administration; 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.

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; provide specialized and/or technical support services; be responsible for duties focused on human resources, fiscal, procurement, and other business operations functions.

EXAMPLES OF WORK PERFORMED

Business/Administrative – Plan, organize, and coordinate 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 library of information; act as liaison between committees, the public and other judicial entities; compile, analyze, and prepare statistical reports; coordinate services with outside agencies; assist with the procurement code bidding process and contracts; assist with appropriation requests, operating budgets, supplemental budget requests, and budget adjustment requests; provide assistance with budget or legislative projects; and use electronic databases to manage and track information and data. **Financial** – perform accounting functions; assist with the preparation of the court’s annual operating budget; ensure compliance with financial policies and procedures; prepare and submit financial documents and reports; track and prepare travel or other reimbursements; prepare, process, and post vouchers, operating transfers, encumbrances, warrants and warrant cancellations; post monthly transactions and reconcile reports; prepare cash receipts and daily deposits; verify cash balances; log and reconcile bank statements to daily receipts and monthly report; track capital inventory and keep current records of fixed assets; procure office supplies, fixed assets and inventory; maintain inventory of office supplies; coordinate repair of equipment and arrange for disposal of equipment; disburse funds as appropriate; prepare unclaimed property report and operating transfers for unclaimed property; assist financial audit process; and assist with bookkeeping functions. **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 and approve leave requests and time sheets; assist in training others; 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; assist in preparing and administering employee performance evaluations; lead interview panels for vacant positions and make recruitment recommendations; provide guidance and assistance regarding progressive disciplinary matters; 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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