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Court Clerk

JOB CODE	JOB FAMILY	PROFILE
JCV210	**Legal & Compliance**	**Court Clerk**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$17.41 - $22.40**	**November 9, 2026**

The Court Clerk performs a wide variety of clerical duties in support of the department to include basic cashiering, customer service, and accounting activities. Inputs data entries of various documents and proceedings in an automated environment and provides additional clerical support to County Court of Wills, Estates, and Probate to include the Court Judge and staff.

Job Description

DUTIES AND RESPONSIBILITIES

- Assists the public in person, answers multi-line telephone, transfers calls, takes messages, and schedules appointments.
- Assists with elements of marriages being conducted by the Judge.
- Responsible for data entry of high volume of court cases and other statistical data, retrieves and maintains data in the Court of Wills, Estates, and Probate information system(s).
- Provides case intake, including docketing court cases by completing docket sheets, maintenance of court files, retrieving and filing documents.
- Retrieves and replaces open and closed files and files documents.
- Prepares case documents for scanning and uploads document images.
- Assists in community outreach activities and partners with other government agencies and other entities.

- Receives over-the-counter payments from customers, issues receipts, verifies daily cash intake with receipts, and balances receipts for deposit. Compiles collection, disbursements, and reconciliation reports as required.
- Reviews reports of problems and utilizes available tools to ensure that images are uploaded successfully.
- Assists Judge, leads clerk and other staff in other job-related duties as assigned or needed.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- High school diploma or GED.
- One (1) year of experience in related field.
- Must possess excellent customer service skills.
- Must have the ability to interact effectively and professionally with public, co-workers, and other departments.
- Must have the ability to learn and understand probate procedures and legal terminology.
- Must have attention to detail, accuracy, and organization in handling a large volume of legal documents.
- Must have the ability to type, operate computer using word-processing and database software.
- Must have the ability to categorize different types of documents for sorting and data entry.
- Must have the ability to process large amounts of data efficiently and accurately.
- Must possess basic mathematical principles, cash handling, accounting, and record keeping.
- Must have the ability to handle fragile documents without damaging the document.
- Must have the ability to work independently, efficiently, and resourcefully with minimum supervision.
- Must have the ability to maintain objectivity and confidentiality in dealing with a variety of situations and problems.
- Must have the ability to communicate effectively in both oral and written English.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

PREFERENCES

- Judicial Studies Certificate and/or Paralegal certificate, recommended but not required.
- Bilingual speaking abilities are preferred.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- All essential duties are performed indoors.
- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tiled. Working surface is typically dry.
- Worker often works alone both with or without directions from supervisors.
- Employee on occasion will be required to work a flexible work schedule, including evenings and weekends to attend special functions.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer terminal, computer printer, computer keyboard, typewriter, photocopy machine, facsimile machine, scanner, and calculator.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.

NOTE

- You are not required to disclose information about physical or mental limitations that you believe will not interfere with your ability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MENTAL FUNCTIONS

- Equipment typically used in the performance of office duties include telephone, computer terminal, computer printer, computer keyboard, typewriter, photocopy machine, facsimile machine, scanner, and calculator.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.

PHYSICAL FUNCTIONS

- Must be able to sit up to four hours at one time, and up to seven and one-half hours total per day.
- Must be able to stand and/or walk up to four hours at one time, and up to eight hours total per day.
- Must be able to lift and/or move, push, or pull up to15 pounds.
- Must be able to bend at the waist and twist/rotate occasionally.
- Must be able to work with arms bent or extended away from body or overhead and be able to push/pull with arms as needed.
- Must be able to crouch and kneel occasionally.
- Must be able to use hands and fingers in order to grasp/manipulate various equipment and materials needed to perform duties and responsibilities.8. Must be able to coordinate use of hands and eyes in operation of equipment such as telephone, typewriter and computer.

Additional Description

This job profile is classified as **safety-sensitive**. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a **Commercial Driver’s License (CDL), firearm(s) use**, or are otherwise regulated under the **Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act**, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.