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Court Manager

JOB CODE	JOB FAMILY	PROFILE
JCM110	**Legal & Compliance**	**Court Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**February 23, 2026**

The Probate Court Manager supervises staff, coordinates work assignments, schedules employees in assigned areas, and oversees court clerks' functions. They perform a wide variety of duties in support of the department, including basic cashiering, customer service, and accounting activities. The Court Manager oversees administrative functions, record keeping, budgets, filing of all legal pleadings, and public relations, as well as inputs data from various documents and proceedings in an automated environment. They maintain a system of record keeping and accounting related to the court of wills, estates, and probate dockets, using computer automation whenever possible. Employee supervision responsibilities include hiring, training oversight, performance assessment, coaching, disciplinary actions, and terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Responsible for effectively leading and supervising staff in the area of responsibility, which includes but is not limited to setting performance goals, ensuring quality assurance, managing performance, conducting staff evaluations, administering corrective actions, hiring, onboarding, and other supervisory tasks in accordance with policies, procedures, and ordinances.
- Trains new employees and ensures staff are appropriately trained.
- Prepares orders and pleadings; processes all court paperwork in a timely and accurate manner; dockets all cases received and enters them into the case management system.
- Maintains records pertaining to daily transactions and departmental business details such as time records, budget expenditures, purchasing, and procurement.

- Assists in research and data compilation; analyzes information and statistical reports; reviews and checks case files for accuracy and recommends changes or corrections as needed.
- Responds to public inquiries and resolves problems.
- Assists in the coordination and assignment of customer service initiatives.
- Acts as a liaison for the court and attends meetings as a departmental representative. Assists in community outreach activities and partners with other government agencies and external entities; may attend commission hearings.
- Collects and receipts all incoming fees; balances and reconciles daily cash receipts.
- Checks cases for accuracy and works with IT and county vendors on upgrades to the docketing software.
- Responds to and resolves requests for department-related information.
- Incumbent(s) in this classification may handle sensitive and/or confidential records, plans, documents, or decisions and must maintain confidentiality of sensitive information.
- Performs special projects as assigned.
- ***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.
- Six (6) years of work experience in court administration and/or customer service.

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

SUPPLEMENTAL INFORMATION

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. The working surface is typically dry.
- Employee handles information of a confidential nature.
- Employee often works alone, with or without direction from a supervisor.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties include telephone, computer terminal, computer printer, computer keyboard, typewriter, photocopy machine, fax machine 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.