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Probate Court Administrator

JOB CODE	JOB FAMILY	PROFILE
JCP230	**Legal & Compliance**	**Probate Court Administrator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**April 16, 2026**

The Probate Court Administrator manages the administrative operations of the Court of Wills, Estates, and Probate, including record keeping, budget oversight, legal filings, and public relations. Ensures the effective handling of court dockets and financial matters through the use of automated systems whenever possible. Provides legal and procedural guidance to the public and serves as a liaison to courts, legal entities, and government agencies.

Job Description

DUTIES AND RESPONSIBILITIES

- Develops and maintains an automated system for record keeping and accounting related to Probate Court dockets and financial matters.
- Supervises support staff, including the legal assistant and any additional personnel assigned to the Probate Court.
- Assists the public by providing accurate information regarding Court of Wills, Estates, and Probate matters.
- Monitors open case files to ensure attorneys and personal representatives meet deadlines required by the Probate Code.
- Prepares and maintains statistics on open and closed cases.
- Serves as the official custodian of Probate Court files and related records.

- Assists title companies, financial institutions, and government agencies with property transfers and related matters.
- Reviews pleadings for compliance with the requirements of the Probate Code.
- Coordinates publication of legal notices with the District Court and local newspapers.
- Drafts legal correspondence to attorneys, title companies, banks, brokerage firms, and federal or state agencies on matters affecting Probate cases.
- Ensures continuity of court administration throughout judicial transitions.
- Conducts legal and other research at the request of the Probate Judge.
- Acts as a liaison between the Probate Court and other entities, including the District Court, Administrative Office of the Courts, county departments, and elected officials.
- ***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

- Bachelor's degree in Business Administration or a related field.
- Two (2) years of work experience in accounting, office management, budget preparation or as a legal assistant.

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

- Duties are performed primarily indoors in a temperature- controlled environment on an even, carpeted, or tiled surface.

- Works primarily with or without direction. Works with other Court Staff in a supervisory role.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Materials and products handled in the course of performing essential duties include files, forms, reports, microfilm, other paperwork, and a wide variety of basic office supplies.

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.