Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Probate Judge

JOB CODE	JOB FAMILY	PROFILE
JCM906	**Legal & Compliance**	**Probate Judge**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$155,750.00 - $233,633.00**	**April 10, 2026**

The Probate Judge serves as the Presiding Judge for rule-to-show-cause proceedings regarding delinquent inventories, accountings, and annual reports. Approves the sale of real estate for minors and incapacitated adults. Monitors guardianship and conservatorship cases to ensure appropriate care and maintenance, including medical and health care decisions.

Job Description

DUTIES AND RESPONSIBILITIES

- Develops and maintains a record-keeping and accounting system for Court of Wills, Estates, and Probate dockets and financial matters, using computer automation when possible.
- Supervises auxiliary Court of Wills, Estates, and Probate staff, including legal assistants and other support staff.
- Assists the public in obtaining information related to Court of Wills, Estates, and Probate matters.
- Monitors open case files to ensure attorneys and personal representatives file pleadings required by the Probate Code in a timely manner.
- Prepares and maintains statistics for open and closed cases.
- Serves as custodian of Court of Wills, Estates, Probate files, and other official records.
- Assists title companies, banks, brokerage firms, the Motor Vehicle Department, and other entities in facilitating property transfers.

- Reviews pleadings to ensure they include all information required by the Probate Code.
- Coordinates with District Court and local periodicals to meet legal notice requirements.
- Drafts legal correspondence to attorneys, title companies, banks, brokerage firms, and federal and state agencies regarding matters related to Court of Wills, Estates, and Probate cases.
- Maintains continuous court operations during the terms of various judges.
- Conducts legal and other research as requested by the Probate Judge.
- Act as a liaison between the Court of Wills, Estates, Probate, and the District Court, Administrative Office of the Courts in Santa Fe, county departments, and county 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 or a related field.
- Two (2) years of experience 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

- Perform duties primarily indoors in a temperature-controlled environment on an even, carpeted, or tiled surface. Work independently or with limited supervision.
- Collaborate with other Court staff in a supervisory capacity.

EQUIPMENT, TOOLS, AND MATERIALS

- Use standard office equipment, including a computer with database, word processing, and financial software, as well as photocopiers, fax machines, telephones, and calculators.
- Handle materials such as files, forms, reports, microfilm, paperwork, and various basic office supplies while performing essential duties.

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.