Human Resources
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Records Management Specialist

JOB CODE	JOB FAMILY	PROFILE
JCV325	**Business Services & Support**	**Records Management Specialist**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$18.60 - $26.50**	**November 2, 2026**

The Records Management Specialist, under general supervision, performs administrative duties in support of a department. Assists department in directing, assigning, and developing procedures that pertain to the operations of the department or County as a whole. Assigns work and supervises clerical staff as necessary.

Job Description

DUTIES AND RESPONSIBILITIES

- Directs the assigned personnel in proper handling, processing, and maintaining of warrants and report data received by Warrants Data Entry Section.
- Performs audits of court documents and computer entries in order to ensure accuracy.
- Processes, codes, and enters warrants data and report data into the computer system.
- Verifies and retrieves original warrants for conformation and service.
- Responsible for establishing and maintaining official documents and internal records in appropriate files.
- Performs department administrative duties such as coordinating purchase requisitions, securing quotes from vendors; maintenance of records pertaining to daily transactions and business details such as employee time records and budget expenditures.
- Responsible for establishing and maintaining official documents and records in appropriate files, both manual and computer.

- Ensures appropriate records, files, and other official documents are maintained and disseminated in accordance with County, State and Federal laws, records retention policies and procedures.
- Conducts research through available resources to obtain information to enhance report and warrant entry information. Conducts research and prepare drafts of special reports as assigned.
- Works with all court offices and court personnel to ensure timely and effective processing of all court cases.
- Reviews and prepares evidentiary materials for various courts: maintains calendar of court dockets and copies all documentation; gathers and disseminates information to proper officials in each case.
- Acts as a liaison between the department, courts, and other agencies in support of the courts.
- Ensures every case is scheduled and/or rescheduled with notification given to all parties.
- May supervise clerical support staff.
- *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

- Associate’s degree in related field.
- Two (2) years of experience in business/office/clerical administration.
- Must have experience in maintaining, recording, and filing legal documents.
- Must have the ability to interact with other departments within the county and other jurisdictions.
- Skilled in standard office procedures and operations, e.g., scheduling appointments, processing mail, drafting correspondence, proof reading, and word processing.
- Ability to analyze documents and issues and summarize them with accuracy both orally and in writing.
- Ability to organize, coordinate and prioritize workload for self and others and the ability to supervise and assign work to other staff personnel.
- Knowledge and skills related to the use and operation of equipment and procedures in Warrants Data Entry Section.
- Ability to interact effectively and professionally with the public, supervisors and co-workers.
- Ability to operate standard office machines including typewriters, computer, and multi-line telephone systems.

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

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 tile.
- Working surface is typically dry.

EQUIPMENT, TOOLS, AND MATERIALS

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

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

- Must be able to type correspondence and reports with proper format, punctuation, spelling and grammar.
- Must be able to use reason and judgment in performing duties and responsibilities.
- Must be able to organize and prioritize numerous tasks.

PHYSICAL FUNCTIONS

- Work is primarily sedentary, with opportunities to stand/walk as needed typically being available throughout the workday.
- 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.
- Must be able to coordinate use of hands and eyes in operation of equipment such as telephone 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.